Advisor Info

How many total years of academic advising experience do you have?

Less than 1 year

1-2 years

3-5 years

6-10 years

11-15 years

16+ years

How many years have you been an academic advisor at UTD?

Less than 1 year

1-2 years

3-5 years

6-10 years

11-15 years

16+ years

Profession

Rate your mastery of the following tasks related to the advising profession...

	Completely unfamiliar	Novice (don't understand; can't do it yourself)	Apprentice (getting there, sometimes needs help)	Understands, can do it solo, sometimes makes mistakes	Can teach others, rarely makes mistakes
Reviews and applies NACADA core values to academic advising.	○	○	○	○	○
Applies FERPA rules to academic advising.	○	○	○	○	○
Understands academic advising job description.	○	○	○	○	○

	Completely unfamiliar	Novice (don't understand; can't do it yourself)	Apprentice (getting there, sometimes needs help)	Understands, can do it solo, sometimes makes mistakes	Can teach others, rarely makes mistakes
Applies feedback to improve job performance.	○	○	○	○	○
Able to step outside of personal and cultural assumptions when working with students, colleagues, and external constituencies.	○	○	○	○	○
Has well-developed interpersonal relations and treats each student as an individual.	○	○	○	○	○
Has well-developed communication and listening skills; advising meetings flow conversationally.	○	○	○	○	○
Has well-developed written communication skills (e.g. emails).	○	○	○	○	○
Demonstrates organizational skills and is able to access information quickly.	○	○	○	○	○
Effectively targets use of handouts and resources to the individual student, including teaching the student how to use the resources.	○	○	○	○	○
Integrates teaching aspect of advising into student appointments.	○	○	○	○	○

	Completely unfamiliar	Novice (don't understand; can't do it yourself)	Apprentice (getting there, sometimes needs help)	Understands, can do it solo, sometimes makes mistakes	Can teach others, rarely makes mistakes
Is able to triage information appropriately for individual students according to their knowledge, abilities, needs, concerns, and situations.	○	○	○	○	○
Is adept at handling difficult situations, but consults with Directors or lead advisors as appropriate.	○	○	○	○	○

UT Dallas

Rate your mastery of the following university related tasks...

	Completely unfamiliar	Don't understand; can't do it yourself	Getting there, sometimes needs help	Understands, can do it solo, sometimes makes mistakes	Can teach others, rarely makes mistakes
Reviews and applies university mission and school advising philosophy to academic advising.	○	○	○	○	○
Understands university policies, regulations, and procedures.	○	○	○	○	○
Knows the basis on which exceptions/appeals are granted or denied as well as the process and deadlines to appeal.	○	○	○	○	○

	Completely unfamiliar	Don't understand; can't do it yourself	Getting there, sometimes needs help	Understands, can do it solo, sometimes makes mistakes	Can teach others, rarely makes mistakes
Understands the university core curriculum and is able to explain its importance to students with reference to the student's area of study.	○	○	○	○	○
Has detailed knowledge about university resources and how offices operate.	○	○	○	○	○
Seamlessly integrates referrals into meetings and is able to target services to specific student needs.	○	○	○	○	○
Has understanding of the demographics of the UTD student body and understands their implications for advising.	○	○	○	○	○
Has knowledge about special populations (at risk, not in good standing, minorities, honors, athletes, etc.) and integrates this knowledge into advising.	○	○	○	○	○
Understands and utilizes all advising technology (OnBase, Orion, CourseBook, Schedule Planner, etc).	○	○	○	○	○
Understands how to appropriately document advising in StudentBook and has well-developed documentation skills.	○	○	○	○	○

Open Ended

Overall, where do you feel like you excel?

What areas would you like to receive training?

School

Rate your mastery of the following school related tasks...

	Completely unfamiliar	Novice (don't understand; can't do it yourself)	Apprentice (getting there, sometimes needs help)	Master (understands, can do it solo, sometimes makes mistakes)	Expert (can teach others, rarely makes mistakes)
Understands school policies, regulations, and procedures.	○	○	○	○	○
Understands the major program requirements of the majors you advise.	○	○	○	○	○
Can outline a plan towards graduation which includes course sequencing and exceptions needed.	○	○	○	○	○
Able to consider double majors/degrees and minors in long-term planning and suggests how to enhance major through choice of electives.	○	○	○	○	○
Has detailed knowledge about courses in the program, including how course content and format vary, course expectations, and prerequisites.	○	○	○	○	○

	Completely unfamiliar	Novice (don't understand; can't do it yourself)	Apprentice (getting there, sometimes needs help)	Master (understands, can do it solo, sometimes makes mistakes)	Expert (can teach others, rarely makes mistakes)
Understands how courses mesh together to find a balanced schedule.	O	O	O	O	O
Has understanding of the demographics of your caseload and understands the implications for advising.	O	O	O	O	O

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