

The New Advisor Guidebook: Mastering the art of advising

Chapter 1a - New Advisor Development Chart: Building the Foundation

Reader Learning Outcomes

Readers will:

- Become familiar with the Foundations section (First column) in the **Conceptual Components** section of the Professional Development Chart. This includes:
 - Pillars of Academic Advising
 - Advisor roles and responsibilities
 - Ethical issues in advising
 - Theories that serve as the foundation for advising
 - Personal philosophy of advising
- Examine the **Informational Component** section of the Growth Chart. This includes:
 - Internal (Institutional) Knowledge
 - External (Noninstitutional) Knowledge
 - Knowledge of student needs
 - Self-knowledge
 - Advising tools and resources
- Review the knowledge and skills sections (1st column) in the **Relational Component** of the Chart including
 - Communication Skills
 - Interviewing, communication, and referral skills
 - Career decision-making strategies
 - Advising approaches
- Analyze the Advising Delivery section and its parts:
 - One-to-one advising sessions
 - Group advising
 - Online advising
 - Documentation
 - Effective Referral
 - Difficult students and student situations

Aiming for Excellence discussion questions and activities

For each component of the New Advisor Development Chart:

- Look at the appropriate section of the Chart. Note the variety of activities available to you for showing competency by the end of Year One (the middle column). Circle a couple of activities that interest you.

- Locate the chapter and supplemental materials that correspond each part of the Chart. Consider how you can structure activities that will show you moving towards mastery of that section of the Chart.
- For each component repeat the above process. Connect the chapters and materials within the book to the appropriate section of the chart.
- Discuss your thoughts and which assessment activity (listed in the Chart's middle column) would be best for proving your progress towards mastery of the issue delineated in the first column of the chart.

Conceptual Component

- Find the Pillars of Academic Advising in the NACADA Clearinghouse <http://www.nacada.ksu.edu/Resources/Clearinghouse.aspx> and discuss the three documents with colleagues.
- Look at the "Advisor roles and responsibility" section of the Growth Chart. Note the variety of activities available to you that can help you show competence by the end of Year One (the middle column). Circle a couple of activities that interest you.
- As you read the book's Part Two, Foundations: The Conceptual Component, consider how you can structure activities that will show that you are moving towards mastery of the "Advisor roles and responsibilities" section of the Chart.
- As you read Part Two of the Book, repeat the above process for each portion of the Conceptual component section of the Foundations chart (e.g., ethical issues in advising). Connect the chapters and materials within the book to the appropriate section of the chart. Discuss your thoughts and which assessment activity (listed in the Chart's middle column) would be best for proving your progress towards master of the issue cited in the first column of the chart.

Informational Component

- Look at the Chart section within the Informational Component:
 - Internal (Institutional) Knowledge
 - External (Noninstitutional) Knowledge
 - Knowledge of student needs
 - Self-Knowledge
 - Advising tools and resources.
- Consider how each of the parts of the Informational Component differs in its focus. Skim through Part Three of the book to see where each part is addressed in the chapters/supplemental materials.
- Note the variety of activities available to you to show competence by the end of Year One (the middle column).
- As you read each chapter in Part Three go back to the Chart and circle the Year One assessment activity (in the middle column) you would like to pursue in order to prove that you are moving towards mastery of the various parts within the Informational Component.

Relational Component

- Review the knowledge and skills sections (1st column) in the **Relational Component** of the Chart including
 - Communication Skills
 - Interviewing, communication, and referral skills
 - Career decision-making strategies
 - Advising approaches
- Consider how each part within the Relational Component differs in its focus. Skim through Part Four of the book to see where each part is addressed in the chapters/supplemental materials.
- Note the variety of activities available to you to help show competence by the end of Year One (the middle column).
- As you read each chapter in Part Four go back to the Chart and circle the Year One assessment activity (in the middle column) you would most like to pursue in order to prove that you are moving towards mastery of the various parts within the Relational Component.

Advising Delivery

- Analyze the Advising Delivery section and its parts:
 - One-to-one advising sessions
 - Group advising
 - Online advising
 - Documentation
 - Effective Referral
 - Difficult students and student situations
- Consider how each delivery issue affects advising practice. Skim through Part Five of the book to see where each part is addressed in the chapters/supplemental materials.
- Note the variety of activities available to you to show competency by the end of Year One (the middle column).
- As you read each chapter in Part Five go back to the Chart and circle the Year One assessment activity (in the middle column) you would most like to pursue in order to prove that you are moving towards mastery of the various parts of Advising Delivery.