

Academic Advisement Template

Review with Students *if* needed.

How to...

- Organizing book bag, folders, and note books (*Organizer Checklist... Please modify for specific student*)
- Take notes
- Break down large assignments (*GPA outline*)
- Prioritize works (*To be done by...*)
- Set realistic short term and long term academic goals (*SMART goals*)
- Use agenda (*It's agenda time!; Agenda Check*)
- Manage Time (*How I Spend My Time; Planning My Week*)
- Study Habits (*Personal Study Habits checklist + goals + SQ3R*)

Advisor weekly responsibilities

- Print and check grades
- Review zeros or Fs with student
- Create and review weekly or daily action plans with student
- Remove barriers to success
- Communicate with teachers

Advisee responsibilities

1. Follow through on action plans
2. Use agenda
3. Maintain organization
4. Take notes in class
5. Come to sessions knowing what your assignments require (rubrics, syllabus, late work policy, directions, DUE DATES)