

## *New Advisor Orientation*

### **PHASE 1 ~ WHAT WE DO; BEGINNERS NUTS & BOLTS**

#### **OBJECTIVES:**

- Advisor will be able to describe the flow of advising
- Advisor will be able to describe the logistics of advising
- Advisor will be able to recognize important meetings and dates
- Advisor will be able to apply the “functional” expectations of advisors
- Advisor will be able to organize and use preliminary information in the set up of their office, calendar, e-mail, voicemail, etc...

### **PHASE 2 ~ WHY WE DO WHAT WE DO; CAMPUS LEVEL ADVISING OVERVIEW**

#### **OBJECTIVES:**

- Advisor will be able to discuss the University Mission and where advising fits
- Advisor will be able to describe our student demographics
- Advisor will be able to describe the structure of the University
- Advisor will be able to summarize the Total Intake Model and the method of implementation on campus
- Advisor will be able to identify our key advising partners
- Advisor will be able to discuss the challenges facing the university advising program

### **PHASE 3 ~ HOW WE DO WHAT WE DO; IMPLEMENTATION**

#### **OBJECTIVES:**

- Advisor will be able to explain UARC Vision, Mission, Values, Goals
- Advisor will be able to discuss the challenges facing the UARC
- Advisor will be able to practice exploratory advising as the foundation of their work in the UARC (*ongoing*)
- Advisor will be able to interpret the CSI and integrate into advising (*ongoing*)
- Advisor will be able to practice college specific advising (*ongoing*)
- Advisor will be able to practice comprehensive curricular advising (*ongoing*)

### **PHASE 4: WHAT WE DO; ADVANCED NUTS & BOLTS**

#### **OBJECTIVES:**

- Advisor will be able to meet “General” Expectations
- Advisor will be able to interpret and put into practice office policies & procedures
- Advisor will be able to explain purpose and expectations of one-on-ones
- Advisor will be able to describe the evaluation and goal setting process