

UNG Advisor Training Program Learning Outcomes

Assessment of learning outcomes at 30 and 60 days during the training program is expected to show gradual improvements of advisor capabilities. Assessment of learning outcomes at three months is expected to show achievement of all training program outcomes.

30 Day Learning Outcomes

Advisor Demonstrates:

- Identification of the mission, goals and policies of the Academic Advising department
- Interpretation of academic policies and procedures at UNG
- Understanding of academic advising and advising strategies and each pertains to student development
- Generation of appropriate referrals to campus resources based on a student's needs and interest
- Utilization of academic advising technology, which includes Banner Web and INB, Online Appointment System, DegreeWorks, and CIVITAS (IFA)
- Understanding of UNG majors, programs, and degrees offered to students at associate and baccalaureate level
- Collaborative behavior with campus departments and center advisors on advising projects, development of advising materials and advising events
- Ability to encourage students to engage in involvement opportunities at UNG

Assessment

- **15 – 30 day Learning Evaluation**
 - o Advisor will complete an evaluation that covers the first 15- 30 days of training material. Advisor should score higher than a 85% on the evaluation
- **Advising Scenarios**
 - o Advisor will respond to a series of student scenarios that are specific to UNG majors and program. Advisor should correctly complete 4 out of 5 scenarios
- **Transfer Credit Evaluation**
 - o Advisor will evaluate 10 transfer students academic history and develop a plan of study for each. Advisor should properly complete 8 out of 10 plans of study.
- **Course Mapping Evaluation**
 - o Advisor will map out three semesters of courses for five students of various majors at UNG. Advisor should properly complete 4 out of 5 course maps for students.

UNG Advisor Training Program Learning Outcomes

60 Day Learning Outcomes

Advisor Demonstrates:

- Ability to clearly and correctly share academic information with students with regards to major courses, policies, resources, and procedures, such as withdrawal and registration
- Accuracy in advising students during mandatory advising appointments based on the students' matriculation semester
- Ability to teach students how to self-assess their abilities and interests with regards to majors and career goals
- Evaluation of curricular options available at UNG that assist major exploration for a students based on their interests and goals
- Ability to communicate clearly and accurately with students during advising appointments
- Implementation of advising technology in advising appointments
- Utilization of plans of study, course planning guides, and other major resources as needed during appointments
- Proficiency in evaluating transfer credit for incoming and current transfer students at UNG

Assessment

- **Technology Demonstration**
 - o Advisor will be observed during an appointment to see usage of advising technology such as UNG website, appointment system, Banner (web and INB), and IFA
- **Appointment Observation**
 - o Advisor will be observed during 10 appointments with students to determine understanding and knowledge level of advising components
- **Advising Tools Assessment**
 - o Advisor needs to demonstrate appropriate explanation of resources, proper use, and ability to teach the student how to use the resources during three appointments. Advisor must do this correctly during all three appointments.
- **“Maximize Your Major” Observation**
 - o Advisor will be observed during MYM presentation at two orientations. The advisor must accurately share information about advising, advising tools, major requirements, and tips for student success.
- **Learning Evaluation**
 - o Advisor will complete an evaluation based on all information covered in the formal training program. Advisor must score 45 out of 50 on final learning evaluation.

UNG Advisor Training Program Learning Outcomes

3 Month Learning Outcomes from Formal Training Program

1. Advisors understand the standards and guidelines for advising programs and various advising models.
2. Advisors are able to articulate the mission, goals and policies of UNG and Academic Advising.
3. Advisors understand the core curriculum and major program options available at UNG and recommend courses that assist in exploring options while making degree progress.
4. Advisors interpret, clearly articulate and apply UNG policies and procedures in support of students.
5. Advisors are able to demonstrate effective use of advising technology.
6. Advisors use appropriate communication and advising strategies to support student development.
7. Advisors are aware of and encourage students to take advantage of learning opportunities that enhance major programs.
8. Advisors are familiar with and encourage students to utilize campus resources, including academic support, counseling, and career resources.
9. Advisors are able to identify student academic standing and use appropriate strategies to support positive academic progress.
10. Advisors serve as mentors and partner with students in developing academic and career plans.

Assessment

- Appointment Observation
- Major Resources Review
- Learning Evaluation
- Presentation

Print Name: _____

Signature: _____ **Date:** _____