



HLC Accreditation Evidence Document

Title: Faculty Academic Advising Program

Document Summary: This program is meant to provide proactive, and continuing academic support and supplementary college advisement for students who are identified as potentially at risk of being unable to achieve satisfactory academic progress.

August 1, 2015

Faculty Academic Advising Program for AY 15-16

1. This program is meant to provide proactive, and continuing academic support *and supplementary college advisement* for students who are identified as potentially at risk of being unable to achieve satisfactory academic progress.

2. The initial criteria for inclusion in the program is:

- a. Incoming freshman with below a 2.2 high school GPA or with a GED.
- b. Student athlete whose coach has requested, and the Academic Dean has approved inclusion in the program.
- c. Student on academic probation.
- d. *Careful consideration will be given for:*
 - *First generation college student*
 - *Student commuting more than 35 miles*
 - *Student who asserts unique challenges to academic success*

3. Guidelines

a. The Academic Dean will assign students to an advisor prior to end of the add/drop week in the fall term. These students should remain advisees for the entire fall semester. However, each advisor will review his/her advisee's performance at the end of each grading period and recommend changes.

b. A student may be assigned an advisor after the end of a grading period, if needed.

c. Instructors may use their own technique to advise their students, but should consider using the following guidelines (checklist attached):

- 1) Review student class schedule.
- 2) Have student complete the Advisory Intake Form (attached); discuss with student. Student will write a "Reflection", due at 2nd meeting. This will serve as the foundation for the student's individual success plan (Explain to student.)
- 3) Ask student to show his/her organization/management system for course assignments. Require the student to show you a logical, organized, notebook-type (or electronic) assignment management system for each class (student planner). Assure student has a textbook for each class.
- 4) Have the student demo his/her NetClassroom account and review grades.
- 5) During the 2nd meeting, after the "Reflection" has been turned in, ask student to complete a "follow-up" paragraph to attach to their "Reflecton", (due

during 3rd meeting) discussing his/her perceptions about how academics are going after the first two weeks.

- 6) Review calendar for the upcoming week; ask student to set academic objectives/goals for the week (to be reviewed at next meeting) set next advisory meeting time.
- 7) Keep the “Reflection, the weekly “follow-up and your comments as a log of your advisory time with the student.

Attached:

(1) Advisory Program checklist

(2) Advisory Intake Form with “Reflection” prompts and “Follow-up” log

Wentworth College Student Advisory Program

Student:		Instructor:	
Initial meeting date:			
Checklist			
	Advisory intake form complete/discuss		
	Review NetClassroom class schedule and grades		
	Discuss initial "Reflection"		
	Review/discuss organizational/management system		
	Student has textbooks:	yes	no
	Discuss any follow-up actions		
	Review calendar		
	Set or review academic objectives		
	Agree on anything due at next meeting		
	Set next meeting time		
Record of meetings			
Meeting Number	Date/duration	Comments	
1			

WENTWORTH ADVISORY INTAKE FORM

Please fill out the questionnaire below regarding your study habits and areas of struggle you are experiencing in this class. The information provided will only be used by your advisor to help you achieve your academic goals.

1. How would you describe your overall study habits?

- Very effective
- Somewhat effective
- Not sure
- Not very effective

2. How would you describe your learning preference/style?
(check all that apply)

- Visually/Visual learner (graphs, pictures, charts, & diagrams)
- Oral/Auditory learner (talking, listening, discussions, etc.)
- Hands on (activities, games, etc.)

Are you meeting your learning goals? Yes ___ No ___ How can you better accomplish your learning goals?

3. Please list and describe any specific difficulties you are having with this course (example: note-taking, test preparation, writing/reading assignments, etc.)

4. What would you like to study after graduating from Wentworth?
(Example: Engineering, Nursing, Criminal Justice, etc.)

5. Please write a short "Reflection" about your academic experiences at Wentworth, by responding to 3 prompts:

Prompt #1 In my opinion, I am failing this course because...

Prompt #2 I will take the following actions to increase my overall success in my class or classes...

Prompt #3 List 3 goals that you have set to be successful as a student:

Advisory Program Follow-up Log

Session # _____

“Follow-up” paragraph:

Comments:

Session # _____

“Follow-up” paragraph:

Comments: