

Suggested Working Guidelines for Academic Advisors

1. Academic and teaching staff play the role of academic advisors. **Meet students at least once during their first year of study** and assist them with various aspects of their learning experience and render **Professional Advice** such as the following:
 - (a) Provide assistance with **goal setting** and **development of study plans**
 - (b) Discuss with students their academic progress
 - (c) Share information about the curricula and course requirements of the Programme
 - (d) Give advice on students' holistic development and future career development, if appropriate
 - (e) Provide assistance in exploring the possible short- and long-range benefits of the **educational options and opportunities** available from their first (home) major as well as other second major/minors.

Reference: List of Second Major/Minor (<https://curriculum.eduhk.hk/>)
 - (f) Foster a **supportive relationship** with students
 - (g) Promote students' **self-direction and accountability**
 - (h) Make effective referrals and direct students to **other sources of advice under SAO:**
 - **Student Development Tutors** of University Life Planning Scheme for personal development (Email: ulife@eduhk.hk)
 - **Counsellors** for psychological counselling (https://www.eduhk.hk/sao/info/counselling_services/psychological_counselling)
 - **Career Guidance** (https://www.eduhk.hk/sao/info/career/career_guidance/)
2. Academic Advisors may need to **report their advising meetings** to their departments, "[Record Form of Advising Meeting with Student Advisee](#)", could be obtainable from AA website to serve as an optional tool.
3. AA should be made **mandatory for students who are on academic probation.**
4. Departments/ programmes are encouraged to incorporate **recommended study plans** in the **programme orientation** and **programme handbook** for students' reference.

Suggested time-frame and tips for carrying out AA

- **From September - Building the relationship**

For those of you that will teach your advisees during their first semester, you may introduce yourself and the advisor's role in AA after class, e.g. share your learning experience**;

For those of you that will teach your advisees during their first semester, you may contact your advisees via email to introduce yourself and share your learning experience**:

Encourage Year-1 UG students to build their study plan from Year 2 onwards through DegreeWorks(DW) and encourage Senior Year admission students or Year-1 students with fixed curriculum to learn their graduation requirements through DW. (See Tip #1)

- **October to November - Explaining the purpose of academic planning through face-to-face meetings including using web-conferencing tools like Zoom, Microsoft Teams, Skype and WhatsApp video calls or by phone or email**

You may explain the importance of setting up academic goals and analyze the possible career paths with advisees after reviewing their programme structure and graduation requirements through DW. (See Tip #2)

- **December to January - Assist Year-1 advisees in working out their study plan**

You may need to arrange more than one individual meeting for each advisee to discuss their study plan before the submission deadline and to remind them to submit the revised study plan via DWs after the meeting. (See Tip #3)

Tips:

#1: *Your advisees probably will not reply to your email because they don't know much about you so "Don't Give Up!". Please, let them know the advisor's role in AA and how you can help them.*

#2: *Your advisees may be shy or not interested in conversation without concrete topics in the advising meeting. You may consider discussing the following topics with them:*

- *learning strategies and examples of assessment rubric;*
- *public/international examinations,*
- *exchange/volunteer/internship opportunities*

If your advisee is a student from HD(ECE)/PGDE, they may be more concerned about the issues that they will face during Field Experience, the contents of the teaching plan, the teaching cultures in the practice schools and even their future job arrangement.

#3: *Your advisees are probably not quite capable of making a study plan in DWs. Please encourage them to view the "Quick Guide (Build Study Plan)" video and read the "Operational Guide" of DW which can be accessed on the AA website (www.eduhk.hk/advising) for the functionality of DW.*

For advisees with fixed curriculum, the advising meeting can be focused on discussing their concerns about adjusting to the University and their career plan. You may encourage your advisees to provide their concerns by filling in the [Information Sheet for Preparing a Meeting with Academic Advisor](#) and email to you before the advisory meeting.