

ACADEMIC SKILLS ADVISING - GOOD PRACTICE GUIDELINES

In order to develop students' academic skills, we:

- *manage expectations by making service parameters clear*
- *use questions to encourage student reflection*
- *focus on developing skills through the issues presented*
- *create opportunities to try specific strategies and build student confidence to carry them out independently*
- *focus on positive achievements the student has made independently*
- *challenge the student to consider what they can do next*

To maximise appointment effectiveness, we:

- *review previous appointment notes*
- *only provide advice for work 'part of the academic program'*
- *make use of assessment task sheets*
- *identify the most important issues*
- *direct students to relevant resources (e.g. AS flyers)*
- *end the appointment on a positive note*
- *write case notes as per Student Advising Notes Guidelines*

In certain situations, we may need to:

- *provide feedback to the institution where appropriate*
- *recognise the need for external support or advocacy and make referral if needed*
- *identify when a student is becoming dependent*
- *promote the message that students can see any adviser*
- *contact the student if they are running late*
- *prioritise verbal interaction (in person/ Skype/ telephone) over written (email/annotated attachments)*
- *share trends with other advisers*

Students must take responsibility for their learning. We expect students to:

- *be punctual and prepared for appointments (e.g. bring hard copy and task info, plan some specific questions to ask)*
- *discuss discipline and content specific issues with academic staff*
- *summarise the key points/actions covered during the appointment*
- *apply the strategies independently*

novice

STUDENT ACADEMIC COMPETENCE

expert