



Advising 101 - Introduction

- learn the key definitions, role, goals, and expectations for peer advisors
- review NACADA statements on academic advising
- review FVTC's advising guidelines
- explore the characteristics of effective advising

Advising 102 - Skills & Techniques

- develop communication skills in relation to the faculty advising role
- practice active listening
- use appropriate questioning techniques

Advising 103 - Student Development

- learn the various stages of life development as they relate to FVTC students
- learn the impact of life development issues on student performance
- apply student development theory to the role of faculty advisor

Advising 104 - Using Internal Resources & Making Referrals

- identify Student Services resources and services
- identify general college resources and services
- explain both internal and external referral processes

Advising 105 - Using PeopleSoft for Advising

- access My FVTC
- understand codes to access and read student records
- demonstrate ability to access and interpret student records which an advisor would use
- explain confidentiality issues related to student records

Advising 106 - Legal & Ethical Issues

- explore FERPA, student rights laws, and other legal issues
- describe various ethical situations a faculty advisor may encounter
- explore the role of faculty advisor as student advocate

Advising 201 - Advising Roles & Tasks

- review the roles of faculty advisors and counselors
- review the advisor checklist
- examine the link between advising and teaching

Advising 202 - Advanced Communication & Relational Skills

- define the three content areas of the advising interview
- describe the basic elements of an advising interview
- explain the differences among types of interview questions
- explain the significance of the Early Academic Alert process

Advising 203 - Advising Special Populations

- assess your personal cultural identity
- explain developmental theory as it applies to our diverse student population
- integrate knowledge of student development with the advising needs of all of our learners

Advising 204 - Problem Solving & Referral

- explain intrusive advising and its use with students
- explore problem-solving techniques and processes to use in advising
- identify specific referral sources and explain how to make appropriate referrals

Advising 205 - Alternate Advising Delivery Strategies

- learn how group advising can complement our individual advising efforts
- learn how peer advisors enhance our FVTC advising program
- examine the use of electronic communication technologies in advising

Advising 206 - Student Advocacy and Advanced Legal & Ethical Issues

- examine the role of ethical behavior in academic advising
- examine the risks of lawsuits in advising
- review FERPA and its implications for advising
- review FVTC policies that have an impact on advising

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