

## **Suggested Working Guidelines for advising SYE**

As an Academic Advisor (AA) for our senior-year entrant (SYE) students, an important role is for you to support advisees to adapt quickly to the new learning environment during their first year of study in EdUHK and start career planning earlier. Here are some tips for your consideration:

**Tip #1:** Understanding the general duties of AA

Suggested reading the general working guidelines for Academic Advising for a start.

**Tip #2:** Special duties of AA:

(1) Preparation before meeting with your advisees

- 1.1 Write an email to your advisees to invite them for an advising meeting  
Your list of advisees can be referenced from the AA website under your Profile or through your corresponding programme office(s).
- 1.2 In the email, you may encourage your advisees to send you a Degree Audit Report (via DegreeWorks) and a completed [Information Sheet for Preparing a Meeting with Academic Advisor](#) before your First advisor meeting
- 1.3 When you receive the Information Sheet from advisees, it can help you to understand their background, individual needs and particular concerns of being a new student in EdUHK
- 1.4 Please prepare relevant information about the following topics that are commonly concerned by SYEs:
  - i. where to reference their transfer credits from their previous study (can be through DegreeWorks(DW) – Student View)
  - ii. programme and graduation requirements (through DW once again)
  - iii. how to get sufficient credits on track for graduation/ how to graduate on time
  - iv. opportunities for internship, employment and/or continuing study at the postgraduate level

(2) Understanding the goals of academic advising for SYE

- 2.1 help SYE to have a successful transition to EdUHK and review their study progress to ensure their graduation is on schedule
- 2.2 empower SYE to be active and responsible and able to take responsibility for knowing university policies and procedures, including the importance of adhering to deadlines
- 2.3 assist SYE in engaging in experiential learning, research, and creative activities designed to complement their overall undergraduate experience and career preparation
- 2.4 assist SYE in making out the career/study goals related to their interest and area of study
- 2.5 encourage SYE to utilize campus resources and support service

- (3) Performing core values of academic advising and AA's duties in meeting with your advisees
- 3.1 demonstrates the core values of an academic advisor, e.g. caring, commitment, empowerment, inclusivity, integrity, professionalism, and respect.  
*Reference:*  
<https://nacada.ksu.edu/Portals/0/Resources/Pillars/Core%20Values%20Handout.pdf>
  - 3.2 share your learning journey, including effective learning skills and strategies, with your advisees
  - 3.3 foster your advisees to become independent, self-confident decision-makers, able to solve problems that arise in pursuit of their educational goals
  - 3.4 provide accurate information to help your advisees understand the course outline, program structure, undergraduate research opportunities, and other academic experiences provided by the university
  - 3.5 refer your advisees to other resources when appropriate or provide resources to help them deal with personal hardships (e.g., financial, emotional and learning distress etc.)
  - 3.6 assist your advisees in planning their study goals and career path
  - 3.7 by reference to Degree Audit Report (via DegreeWorks) discuss what outstanding graduation requirements remain and how to plan to meet them within the schedule
  - 3.8 remind your advisees to plan carefully before course registration for their final year of study
  - 3.9 review your advisees' study progress and encourage them to prepare a portfolio that can be used to articulate their competencies in applying for graduate school or job
  - 3.10 remind your advisee to pay special attention to all announcements and requests regarding course registration, credit transfer, and graduation-related matters from the Registry and Faculty Office