

Advisor Worksheet

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NYUSteinhardt Senate's Student Affairs Committee offers this worksheet as a tool for advisors in our continuing efforts to strengthen advisement. It is both a reminder of the expectations we hold for advisement and a self-evaluation of particular areas that may need individual attention. We would encourage you to use this worksheet as often as you like, but certainly at the beginning of each advisement period.

ADVISEMENT IN NYUSTEINHARDT is integral to the academic experience, and is organized departmentally and by program. Advisement begins with orientation and will continue throughout studies. Both student and advisor are expected to be active participants for advisement to work effectively. International students, students in teacher certification programs and special students also meet with specialized advisors in these areas.

As an advisor, you:

- Are a member of the student's academic department
- Are knowledgeable about the field of study that the student has chosen
- Know and understand degree requirements
- Are a vital resource to the student in determining course selection
- Can answer questions related to the student's academic program
- Are available to discuss the student's personal and professional goals

As a student, you have made sure that you:

- Accept responsibility for making key decisions concerning your life's goals and educational plans
- Know and understand degree requirements
- Are aware of academic policies as outlined in the NYUSteinhardt Undergraduate Bulletin, the NYU Student Guide and the NYUSteinhardt Student Guide and your department/program handbooks
- Take the initiative in developing your academic plan
- Monitor your academic progress
- Initiate appointments and consult with your advisor regularly
- Register for approved courses through ALBERT

ADVISOR WORKSHEET

Resources to Assist Students with Course Selection

- A. **Program of Study Form:** outlines degree requirements.
- B. **Statement of Transfer Credit:** lists the courses and credits accepted for transfer credit from AP courses, college courses taken through high school, and courses taken at other colleges.
- C. **NYUSteinhardt Undergraduate Bulletin:** outlines degree requirements, lists specialization courses by department, and provides course descriptions.
- D. **College of Arts & Science Bulletin:** lists descriptions of courses by department.
- E. **The Morse Academic Plan Booklet:** guide for liberal arts requirements includes individual course listings by number and title as well as by department.
- F. **New York University Directory of Classes:** includes all courses offered during a given semester. These courses are listed by department/programs under the specific School or College within the University (www.nyu.edu/registrar/listings/).
- G. **Department/Program Handbook**

As the advisor did I:		Needs Improvement	Good	Very Good	Excellent
<input type="checkbox"/>	Helps my student define educational and career goals?				
<input type="checkbox"/>	Helps my student understand degree requirements, including the Morse Academic Plan, specialization courses, electives, study abroad, and other academic options? Provide the student with information regarding MAP. Check to see if he/she has any questions.				
<input type="checkbox"/>	Guide my student toward developing an academic plan? Outline possible course schedules in each class level, i.e. Freshman, Sophomore, etc.				
<input type="checkbox"/>	Assist my student in selecting courses?				
<input type="checkbox"/>	Monitor my student's academic progress? Check student's grades at midterm and at the end of the semester.				
<input type="checkbox"/>	Assist my student in awareness of policies, deadlines and procedures as stated in the Bulletin, the NYU Student Guide, and the NYUSteinhardt Student Guide Supplement?				
<input type="checkbox"/>	Refer my student to appropriate services?				
<input type="checkbox"/>	Meet regularly with my student? Met with my student 2 or more times a semester?				