



# ADV 102 New KAAT Syllabus

## K-State Academic Advisor Training

**ADV 102 is a workshop-style class series designed for new advisors to review student scenarios and develop best practices. Learning outcomes strengthen knowledge of K-State's advising vision, mission, and expectations.**

Learning Outcomes include (but are not limited to):

- Demonstrate ability to address university policies and procedures with students.
- Proficient in key advising systems and platforms.
- Accurately document student interactions in Navigate.
- Match student needs with student resources.
- Understand NACADA foundations.
- Engage proactively at key touchpoints during academic term.
- Learn from advisors across the university through mentorship.

### Credit & Attendance

- Successful completion of this class will result in HRIS credit and the New KAAT Foundational Certificate.
- Successful completion entails missing no more than 1 class meeting per semester\* and full participation in the professional mentoring assignment.

\*If you will miss a class, please let me know ahead of time if possible. I will work with you to make sure you get the missed content.

### Syllabus Content

- Goals & Outcomes
- Credit & Attendance
- Class Outline
- Assignment (1) Guidelines

### Instructor

Ashley Blake  
Advisor Training  
Administrator



[ablake@ksu.edu](mailto:ablake@ksu.edu)

# ADV 102 New KAAT Syllabus

## K-State Academic Advisor Training

### Class Schedule



Location: Hale 307 unless otherwise noted

Time: 1:00 - 2:00 p.m.

#### Semester 1, Aug. - Dec.

Aug. 20 (Hale 407): welcome, class overview, ice breakers

Sept. 3 (Hale 407): receive mentor match; review expectations and set goals

Sept. 17 (Hale 407): academic policy and calendar review through scenarios

Oct. 1: KSIS and Navigate tips and tricks; note-taking 101

Nov. 12: making effective referrals

Dec. 3: mentor debrief and reflection

#### Semester 2, Jan. - May

Jan. 28: academic warning case studies

Feb. 11: receive mentor match; review expectations and set goals

Feb. 25: review ACT; explore advanced search feature in Navigate

April 8: how to navigate difficult conversations, build rapport

April 22: help students plan for post-graduation experiences

May 6: mentor debrief and reflection; class celebration

\*Dates are subject to change. Advisors will be notified as soon as possible if changes are necessary.



There is one assignment which must be successfully completed to earn credit for the class: Peer Mentoring

1. Advisors complete a mentor survey before class 1
2. Advisors are matched with a mentor and provided with expectations during class 2
3. Advisors work with mentors to arrange 3 meetings (guidelines provided)
4. Advisors debrief on experience during class 6
5. Process repeats with new mentors for 2<sup>nd</sup> semester