

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

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Advisor Training
Administrator



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Class Schedule



Location: Holton Hall 003 unless otherwise noted

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

Semester 1, Aug. - Dec.

Aug. 19: welcome, class overview, ice breakers

Sept. 2: receive mentor match; review expectations and set goals

Sept. 16: academic policy and calendar review through scenarios

Sept. 30: KSIS and Navigate tips and tricks; note-taking 101

Nov. 18: making effective referrals

Dec. 2: mentor debrief and reflection

Semester 2, Jan. - May

Jan. 20: academic warning case studies

Feb. 3: receive mentor match; review expectations and set goals

Feb. 17: review ACT; explore advanced search feature in Navigate

April 14: how to navigate difficult conversations, build rapport

April 28: help students plan for post-graduation experiences

May 12: mentor debrief and reflection; class celebration (location TBD)

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

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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 2nd semester