

Role of an Advisor

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Outline

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- II. Characteristics of an Effective Advisor
- III. Advisor responsibilities
- IV. Batch Advisor meetings
- V. Advisor part in FES OBE activities

I. Roles played by a Student Advisor

- Academic Advisor plays a very **crucial role** in the university life of a student
- In advising a student, he/she may have to **play different roles** dependent on the requirements of the student. E.g.
 - **Mentor**
 - For **professional/academic development of the student**
 - To be effective in this role you will have to 1) have good knowledge about the academic program of the student and 2) have an interest in the academic/professional growth of students
 - For **personal development of the student**
 - To be effective in this role you will have to 1) have an understanding about needs and perspectives of students and 2) ability to listen to student's verbal and non-verbal communication, 3) ability to challenge the student's perspectives whilst providing support at the same time
 - **Educator**
 - Guide the students in reflection of their actions
 - Allow students the freedom to choose their own path even if they disagree with your advice. They may fail, and come back to you, and your role is to provide them a safe place to reflect on their actions.
 - **Motivator**
 - University success can be a daunting challenge, especially at early years. You would thus need to keep motivating the students even if they have faced some failures.
 - Act as a **role model!**

II. Characteristics of an Effective Advisor

- interested in advising
- demonstrates a **concerned and caring attitude** toward advisees
- exhibits effective interpersonal and communication skills
- **available to advisees**
- frequent contact with advisees
- **knowledgeable of institutional regulations, policies, offerings, and procedures**
- monitors student progress
- uses appropriate information sources and refers when necessary
- **engages in developmental advising versus simply academic plan making**

III. Advisor Responsibilities

1. Be well-informed about

- the **degree program, curriculum, streams, career paths, courses** related to FES
- **administrative policies** of the faculty and the institute
- **Course approval, withdrawal and drop process** and its approval on CMS
- **Other avenues of counseling available to students**, such as Dean Student Affairs, Student Wellness Counselor etc., in case a referral needs to be made
- **Good practices in student advising** and mentoring
- **issues specific to the year being advised** e.g. 1st years (adjustment to university life), 2nd years (selection of streams), 3rd years (internship and FYP selection), 4th years (FYP and career/graduate study options)

2. Help **formulate and discuss Degree Plan** of the Students

- **One-to-one meeting with each student in the start of each semester** to discuss his/her academic plan based on the students aspirations and guide accordingly
- Assist students in issues related to course registration and **approve their registered courses on CMS in a timely manner**
- Monitor progress of individual students and keep brief record of meetings/ discussions
- Meet with struggling students another time after the mid along with their mid/pre-mid results,

III. Advisor Responsibilities

3. Be available to the students for discussions/guidance related to their personal and professional growth during the semester

- Office hours for advising well-publicized and known to students
- Encourage students for extra + co-curricular activities to develop their overall personality
- Encourage students to develop skills outside of the class/courses which may be beneficial for their employability
- Motivate students for career paths in line with their aspirations and strengths, and provide resources which may be beneficial for their career e.g. alumni contacts etc.

4. Batch Advisor meetings

- Conduct batch advisor meetings each semester, **once before, and once after the mid-term exams**, as per the recommended guidelines to conduct such meetings
- Discuss the issues raised by the students in such meetings and **come up with steps to address the issues in consultation with the Dean.**
- **Report back the actions taken in the next batch advisor meeting with the students.** This will enhance their trust on reporting issues in such meetings.

IV. Batch Advisor meetings

- **Goal:**
 - Get to **understand the issues, academic and non-academic, being faced by the student** which are hampering their learning and **try to solve the issues/ guide the students** accordingly.
- **Manner of Conduct:**
 - **Inform the students about the importance of this meeting** and their feedback (e.g. used by school, institute and PEC etc.), **confidentiality of information** and their responsibility to **take the process seriously** and provide useful feedback
 - **Feedback on courses in a 1-by-1 manner.** The goal being to **seek positive and constructive feedback** so as to improve the delivery of the courses
 - **Discussion on points specific to the year being advised**, e.g. 1st years (adjustment to university life), 2nd years (selection of streams), 3rd years (internship and FYP selection), 4th years (FYP and career/graduate study options)
 - **Discussion to improve students' understanding of CLOs, PLOs and OBE system**, its importance e.g. degree recognized internationally etc., and the importance of attainment of PLOs and repercussions if not attained.
 - Discussion on **other issues faced by the students (hostel life etc.)**
 - **Encourage students to meet in office** in case someone hesitant to discuss matters in public
 - **Frank discussions and confidentiality of provided information** such that students do not have fear of repercussions
 - Make sure all the students **fill in the forms for feedback** by giving some time at the end.
 - **Information obtained should not be shared** with anyone else

IV. Batch Advisor meetings

- **Meeting minutes**
 - **In-meeting discussions + written feedback from the students both should be consulted** in writing minutes
 - Personal/abusive remarks should not be included
 - **Emphasis should be on the common remarks** coming from a reasonable number of students
 - Share the meeting minutes with the dean, and have in-person discussion with the dean if need be
- **Action plan for corrective measures (CQI loop)**
 - **Make and execute an action plan to solve the issues raised by the students and provide feedback** regarding action taken against their concerns to the students in the next batch advisor meeting

V. Advisor role in FES OBE activities

- Review of CQI cycle for PLO attainment, as per submitted SAR
- Action Items for different intakes/batches
- 1st years
 - Advisor and Coordinator: Prof. Siraj ul haq and Shahid Ahmad
 - Action item for PLO CQI cycle:
 - Inform students about OBE system, its importance, CLOs and PLOs, and the assessment mechanism for PLO attainment for each student, as carried in our school. From next year, all students missing their PLOs will be notified by their advisors. Student not having attained all the PLOs at the end of 4 years is not considered an engineer as per the Washington Accord
- 2nd years
 - Advisor and Coordinator: Dr. Asad Mahmood and Sheharyar
 - Action item for PLO CQI cycle:
 - For intake which has completed only the 1st year, corresponding batch advisors will be notified to discuss the PLOs and the importance of their attainments with the students in the batch advisor meeting. Students missing PLO KPIs will be notified via the batch advisor (via form PLO-AT-F01) but no warning letters would be issued to such students.
 - All signed forms to be put in the PLO folder by sending them to the PLO coordinator

V. Advisor role in FES OBE activities

- **3rd years**

- **Advisor and Coordinator:** Dr. Tahseen and Saqib
- **Action item for PLO CQI cycle:**
 - For intake which has completed 2 years, **corresponding batch advisors will be notified to discuss individually the PLO attainment levels with the students who did not meet the required KPIs. In addition corresponding corrective actions will be taken e.g. by giving the students extra task in the concerned PLOs in next year courses and/or extra coaching for these students. This will be done by notifying the students to pay extra care in these PLOs and talking to the instructors of the concerned courses**
 - **Notify the student about his/her PLO attainment performance via CQI/PLO-AT/F-01 form**
 - All signed forms to be put in the PLO folder by sending them to the PLO coordinator

- **4th years**

- **Advisor and Coordinator:** Prof. Ghulam Shabbir and Fahad Zulfiqar
- **Action item for PLO CQI cycle:**
 - For intake which has completed 3 years, **a warning letter will be issued from the faculty and the dean along with the corresponding batch advisor will discuss the PLO attainment levels with the students who did not meet the required KPIs. In addition corresponding corrective actions will be taken e.g. by giving the students extra task and/or coaching in the concerned PLOs in next year courses. This will be done by notifying the students to pay extra care in these PLOs and talking to the instructors of the concerned course**
 - **Notify the student about his/her PLO attainment performance via CQI/PLO-AT/F-01 form.**
 - All signed forms to be put in the PLO folder by sending them to the PLO coordinator

Any Questions/Comments?