As a part of its commitment to academic advising, Dixie State University has initiated parts of Utah Valley Universities training program adapted from the NACADA to design and implement a thorough Academic Advisor Training and Certification program. The ultimate goal of the program is to support the success of students as they interact with advisors who are professionally trained and engaged in continuous professional improvement.

Initial Certification Training
If 99.9% is good enough, then.......  
- 12 newborns are given to the wrong parents daily!  
- 20,000 incorrect drug prescriptions will be written this year!  
- 2 planes landing at Chicago’s O’Hare Airport will be unsafe each day!!  
- 291 pacemaker operations will be performed incorrectly!  
- 315 entries in Webster’s dictionary will be misspelled  
- 18,322 pieces of mail will be mishandled every hour.

“Joel Barker’s book and video Future Edge, Syncrude Canada LTD.’s InSight”
PURPOSE OF THE TRAINING WORKSHOPS

- Familiarity with academic programs and division of labor.
- Familiarity with web resources, Self-Serve Banner, Degree Works, a student's academic transcript, navigating the website, campus resources, and FERPA.
- Networking within academic programs to provide consistent and accurate information throughout the campus.
- Basic understanding of Native Banner use in advisement sessions.

THOSE ADVISORS SEEKING CERTIFICATION WILL BE REQUIRED TO DEMONSTRATE AN UNDERSTANDING OF:

- Technical Competency
- Academic Advising Best Practices
- Effective Student Interaction

CERTIFICATION OUTLINE

- Initial Certification (within 1st year)
  - New Advisor Training
  - Quizzes
  - Technical Performance Review
  - Feedback Action Plan Loop (three observations)
<table>
<thead>
<tr>
<th>Purpose of Training</th>
<th>Initial Training</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Year Training</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Year Training</th>
<th>Ongoing Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>Familiarity</td>
<td>Fluency</td>
<td>Focused Professional Development</td>
<td></td>
</tr>
<tr>
<td>Requirements for Certification/Recertification</td>
<td>New Advisor Training</td>
<td>Skill Development Workshops, Annual Advisor Conference</td>
<td>Advising Path, Annual Advisor Conference</td>
<td>Advising Cycle, Annual Advisor Conference</td>
</tr>
<tr>
<td>Certification Level</td>
<td>Basic</td>
<td>Level 1 Advisor</td>
<td>Level 11 Advisor</td>
<td>Advisor Recertification after 3 years – Online Advisor Training</td>
</tr>
</tbody>
</table>

This training also builds on the proposed NACADA certification standards or competencies (*NACADA Certification Task Force*, 2005).
The core is becoming familiar with and knowing where to find the policies, procedures, processes and programs related to first-year outcomes as an advisor.

Tools to reach the first-year outcomes would be to create an advising syllabus and utilize the advisor handbook.
Advisor Syllabus, Handbook & Contract

- The advisor syllabus is a tool which allows advisors to outline the advising relationship and experience for their students.
- The handbook is a tool which allows advisors to refer to the training that has been received.
- The signed contract will signify the advising certification program is complete.

DSU knows the importance of you as an advisor and believes your impact on student success can never be understated!
ACADEMIC ADVISING SYLLABUS MODEL

- Advisor:
- Office:
- Phone:
- E-Mail:
- Office Hours:

- We are part of a campus-wide partnership dedicated to student success. It’s our intention to:
- Guide you towards discovering, planning and achieving personal, academic, and professional success.
- Teach you to become academically and professionally engaged as a self-directed learner, and competent decision-maker.
- Gain appreciation for student diversity, interests, challenges and abilities.
- We provide advising services to all students, along with faculty/staff, and the community. Our services include academic advising, career exploration occupational resources, transfer/graduation/professional information, academic standards support, and community outreach.
Advisor & Student Schedule

1. Two to four months before the semester begins.
2. Six months before graduation.
3. Two to three months into each semester.
4. Approximately three months into semester.
5. After each semester.

Advisor & Student Planning

1. Meet with advisor for an academic plan.
2. Meet with advisor to discuss pursuing additional education and career plans.
3. Meet with advisor to plan next semester.
4. Register for next semester classes or have schedule verified.
5. Meet to refine goals, plans, and develop schedule for future semester.

Handout: Student Learning Outcomes & Advising Objectives of Advising Sessions
Advisor Responsibilities – What the Student Can Expect (Syllabus Continued)

- Effectively communicating curriculum, graduation and university policies.
- Encouraging and guiding the student during his/her program of study.
- Identifying available student resources and services.
- Assisting the student in the process of career/major decision-making.
- Frequent accessibility for face-to-face meetings during office hours.
- Maintaining 100% confidentiality.
Student Responsibilities – What the Student is Expected to Know (Syllabus Continued)

- To regularly check his/her dmail account for email from the advisor and others.
- Schedule regular appointments during each semester of the academic year.
- Come prepared for appointments with questions or material for discussion.
- Complete all assignments or recommendations as agreed between the student and the advisor.
- Provide accurate information regarding the students’ interests and abilities (self-discovery).
- Know college programs, policies, and procedures as the students solidify career goals.

Accept responsibility for your academic decisions
Advisor Responsibilities
- What YOU can expect!

Student Responsibilities
- What YOU are expected to know!

“Do I have to declare a major? Couldn’t I just be a stem cell?”