



TEACHER EDUCATION ACADEMIC ADVISING HANDBOOK

PREPARING CARING, REFLECTIVE TEACHERS



FOR A CHANGING WORLD

Academic Advising assists students in realizing the maximum educational benefits available to them by helping them learn to use the resources of an educational institution to meet their special educational needs and aspirations.

Fall 2005

August 2005

EMU Education Faculty,

The Teacher Education Academic Advising Handbook has intentionally been designed as a loose-leaf notebook so that it can be personalized and so that you can continuously update information. Please add the information about your advisees, a copy of the course schedule book and the current university catalog so that you are ready to meet your students during registration. When advising students please pay special attention to the each individual students rating sheet, the sequence of courses, to course prerequisites, and remember to document advising meetings.

Advising is a combination of listening, encouraging, and helping students to reach their goal to become a teacher or maybe even to help them find something else to do. Students are ultimately responsible for graduation requirements but our job is to help them complete the program as efficiently as possible. Ask questions if you are unsure of the requirements OR check the file cabinet across from Don's office for forms and student folders.

After formal registration is completed: 1) place copies of each student's rating sheet and four-year plan in their folder, and 2) update information on the student data sheet and give to Jennifer Sommers.

Remember that advising is never finished—even after they start teaching you will always be their advisor.

Have a good year!

Sandy Brownscombe, Ed. D.

Coordinator of Advising