



SAN DIEGO STATE
UNIVERSITY

Advisor Observation Form



Advisor Name: _____ School Site: _____

Date: _____

Rating System

N/A=Not Applicable

1= Needs Improvement

2= Meets Standards

3= Exceeds Standards

Standards:

Professionalism	Rating	Comments/Goals/Supports needed
Dress: <i>Adheres to school dress code, wears advisor badge</i>		
Attitude: <i>Respectful, remains positive, and professional</i>		
Punctual & Reliable: <i>on time; consistent with schedule</i>		
Models Appropriate Student Behavior: <i>No slang, keeps session conversations appropriate with students, exhibits high expectations for students</i>		

Additional Comments: _____

Communication	Rating	Comments/Goals/Supports needed
With Coordinator		
<i>Checks-in with coordinator consistently if late/absent</i>		
<i>Checks-in with coordinator consistently to address student or staff concerns/issues and create plans</i>		
<i>Accepts feedback from coordinator</i>		
With Students		
<i>Uses effective advising strategies (active listening, paraphrasing, asking questions, motivational strategies)</i>		
<i>Can adapt to students of differing motivational levels through one-on-one advising sessions</i>		
<i>Gives clear information and instructions during advising sessions</i>		
With School Staff		
<i>Signs in and out of binder daily</i>		
<i>Checks in with school counselors or teachers as needed</i>		
With GEAR UP staff		
<i>Works with other advisors as a team; notifies coworkers</i>		

Additional Comments: _____

Advising Session Expectations	Rating	<u>Comments/Goals/Supports needed</u>
Builds rapport <i>Asks students questions about how they are doing, how things are going, etc.</i>		
Audits Transcripts <i>Reviews students academic progress individually and guides students through transcript and A-G on PSP</i>		
Covers session goals <i>For Spring Session: 11th grade-reviews grades, CAHSEE status, SAT/ACT registration, EAP Intro. 12th grade-reviews grades, ELM/EPT Reg., FAFSA or DREAM ACT, college follow up (webportal, EOP, etc.), community college info. if 2-yr bound</i>		

Additional Comments: _____

<u>Documentation</u>	Rating	<u>Comments/Goals/Supports needed</u>
Prepares for advising session <i>Has passes, PSPs, and any handouts or resources ahead of time</i>		
Completes contact logs and PSPs by the end of each day <i>Contacts are logged on spreadsheet daily</i>		
Maintains organized caseload files <i>Student files are filed properly and in order at the end of each day Advisor maintains an organized list of students seen and to be seen for each advising session</i>		

Additional Comments: _____

Overall Rating: _____ **Academic Progress:** _____ **Signature of Observer:** _____