

UAA Appointment Shadowing/Observation Form

Your Name: _____
 Advisor you are _____
 Shadowing: _____

Date _____
 Student _____
 Major: _____

Items to Observe	Comments
Prior to Appointment: What does the advisor review/do to prep for the appointment?	
Prior to appointment: Office Setup. Is the space welcoming & inviting ? Why?	
How does the advisor establish/build on rapport with the student? Is this the first time they are meeting, or have they met before? How did that impact the appointment?	
Demeanor of advisor throughout the duration of appointment. Did their tone change? Did their body language? What prompted the change if so?	
How was DegreeWorks (Audit & Planner) used?	
How was Self Service Carolina used?	
How was My UofSC Experience used?	

Was the conversation during the appointment advisor led? Student led? Or 50/50?	
What questions did the student ask the advisor? How did they respond?	
Did the advisor make any referrals ? Why?	
Did the advisor clearly state relevant deadlines to the student? Such as their registration date/time?	
Was the student prepared for the appointment? Why or why not? How did this impact the appointment?	
Was student was an active participant throughout the advising session	
What action steps were given to the student?	
What does the advisor need to do as follow-up for the student?	
Additional / Miscellaneous Observations	
Questions to ask advisor during reflection	

