

Date of Observation: \_\_\_\_/\_\_\_\_/\_\_\_\_ # Appointments Observed: \_\_\_\_\_  
 Advisor Name: \_\_\_\_\_ Observer Name: \_\_\_\_\_  
 College/School: \_\_\_\_\_ Major Advised: \_\_\_\_\_

<b>Physical Space</b>		
Goal	Rating	Comments
Office setup is welcoming	1 2 3 4 5	
Office setup is conducive to advising (neat, confidential, space available for advisor and student to look over educational materials)	1 2 3 4 5	
<b>Preparation</b>		
Advisor displays a calm, collected demeanor	1 2 3 4 5	
Advisor reviewed prior notes, alerts and progress reports, and other student information prior to the appointment	1 2 3 4 5	
Advisor has DegreeWorks, My UofSC Experience, Navigate, and Self Service Carolina open prior to start of appointment	1 2 3 4 5	
<b>Appreciative Advising</b>		
Advisors established rapport with student early in the appointment (personal banter)	1 2 3 4 5	
Advisors prompted student to explore and consider their experiences, feelings, values, aptitudes, and aspirations.	1 2 3 4 5	
<b>Appropriately Demonstrates Advising Technologies</b>		
DegreeWorks (Audit & Planner)	1 2 3 4 5	
Self Service Carolina	1 2 3 4 5	
My UofSC Experience	1 2 3 4 5	
<b>Advising Interactions</b>		
Conversation is at least 50/50 or the student led much of the discussion	1 2 3 4 5	
Advisor appropriately utilized	1 2 3 4 5	

prescriptive/transactional advising techniques		
Advisor appropriately utilized holistic/developmental advising techniques	1 2 3 4 5	
Advisor responds to student questions appropriately	1 2 3 4 5	
Advisors asks open-ended questions	1 2 3 4 5	
Advisor displayed a warm, friendly demeanor	1 2 3 4 5	
Advisor appropriately demonstrates campus resource navigation and/or discusses engagement opportunities	1 2 3 4 5	
Advisor clearly communicates academic deadlines, policies, procedures, and responsibilities.	1 2 3 4 5	

<b>Student Observations</b>		
<p>Observations made on students should be used to guide conversations with the advisor post-appointment. For example, if a student was not an active participant you might discuss techniques and strategies to try with future students to encourage them to take a more active role in their advisement</p>		
Student was an active participant throughout the advising session	1 2 3 4 5	
Student asked questions of the advisor	1 2 3 4 5	
Student displayed a warm and friendly demeanor	1 2 3 4 5	
Student brought courses they are interested in taking	1 2 3 4 5	
Student able to articulate their goals within the major, professional, and personal.	1 2 3 4 5	

Overall Comments: