

# UNDERGRADUATE ACADEMIC ADVISING AT UTAH STATE UNIVERSITY

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## Undergraduate Advising Structure at Utah State University

Advising at Utah State University is decentralized and takes place in satellite advising centers. Under the direction of the **Provost's Office**, the **Office of University Advising and Transfer Services (UATS)** oversees the University advising program. John Mortensen serves as the Director of UATS.

UATS provides academic advisement information and services to students, faculty, and staff. Services and materials provided by UATS include publications such as the *General Catalog*, *Advisor Handbook*, major requirement sheets, *Advisor News* newsletter, transfer articulation agreements, and other printed resources. UATS also disseminates information to advisors through advising conferences and workshops, a monthly Advising Coordinating Committee meeting, and an e-mail distribution list.

UATS also oversees the **General Studies Program**. Students who do not meet the admission requirements of the seven academic colleges are enrolled in the General Studies Program. In addition, UATS provides advising for **Undeclared** majors. More information about the Office of University Advising and Transfer Services is available on pages 7-8.

Each of the seven academic colleges has its own unique advising structure. Some colleges rely heavily on faculty advisors, while others use full-time professional advisors. Some colleges use a combination of each. Below is a breakdown of how undergraduate advising is organized within each college. Please note that some advising offices make use of peer advisors, which are not mentioned in the descriptions below.

The **College of Agriculture** has made changes to its advising structure. The Department of Agricultural Systems Technology and Education relies on faculty advisors, whereas the other departments have made the transition to professional advisors. Lisa Allen, Staff Assistant and Advisor, is the undergraduate advising contact for the College of Agriculture.

The **College of Business** has also undergone some significant changes in its advising structure. Some students are admitted directly into the college, while admission for other students who do not meet the college admission criteria is competitive based on available space in the college.

Completion of a specific core of classes, along with ACT score and GPA requirements, qualify students for admission to the college. Admitted students will now have the same advisor from admission into a major through graduation. Ruth Harrison serves as the Director of the Career and Education Opportunities (CEO) Center.

The **College of Education and Human Services** relies mostly on professional advisors. Most departments have one or more professional advisors. However, the Department of Communicative Disorders and Deaf Education and the Department of Secondary Education have faculty members who advise. Terri Gass, Staff Assistant, is the undergraduate advising contact for the College of Education and Human Services.

In the **College of Engineering**, students are first admitted into pre-majors. The college has three professional advisors who work with all pre-majors. Students are assigned to a faculty advisor after obtaining advanced standing. The College of Engineering has several faculty members in each department who mentor students who have received advanced standing. Kathy Bayn serves as the undergraduate advising contact in the College of Engineering Advising and Student Service Center.

The **College of Humanities, Arts and Social Sciences (HASS)** has several professional advisors in the HASS Advising Center. This center advises College of HASS majors regarding General Education requirements, and has responsibility for the Liberal Arts and Sciences major. Most departments have faculty advisors assigned to advise students on major requirements. Mary Leavitt serves as the Director of the HASS Advising Center.

The **College of Natural Resources** relies heavily on one professional advisor under the direction of the Dean's Office. There are also faculty advisors assigned for each of the various majors. Maureen Wagner oversees advisement for the College of Natural Resources.

The **College of Science** has a mixed advising system. Faculty members advise in the Departments of Biology, Chemistry and Biochemistry, Geology, and Mathematics and Statistics. Professional advisors are located in the Departments of Computer Science and Physics, as well as the Dean's Office. Richard Mueller, Associate Dean, serves as the undergraduate advising contact for the College of Science.



## USU Philosophy of Advising

Academic advising is a significant part of the University's role in the total process of educating students. Advising is a process that encourages students to become engaged in their education. Advising encompasses development and delivery of accurate, up-to-date information regarding career options, educational programs, courses of instruction, resources, policies, and procedures to aid students in pursuing their educational goals.

The academic advising process involves the interaction between students and many segments of the campus community, including faculty members, student services, counselors, staff, and student peers. Both students and advisors share responsibility for making the advising relationship succeed.

A key element of the advising process is the advisor-student relationship. In this relationship, a faculty, professional, or peer advisor helps a student to select, plan, and complete his/her educational goals in a friendly, helpful, and professional atmosphere that will allow students to:

- ▼ become correctly informed about educational options, graduation requirements, academic policies, and procedures.
- ▼ clarify educational goals.
- ▼ plan educational programs consistent with their interests, abilities, and career goals.
- ▼ evaluate progress toward their degrees.
- ▼ utilize the resources available at USU.
- ▼ develop decision-making skills.
- ▼ become independent learners.

A goal of the University's Academic Advising Program is to provide excellent advising service to each undergraduate and graduate student at USU. This can be accomplished when the involved segments of the campus community work together in a coordinated effort to provide students with the best possible information and services.

To achieve the goal of providing excellent advising to students, some guidelines outlining some responsibilities of the student, advisor, and administrative units in the advising process may be helpful.

## Guidelines for Undergraduate

## Advising

### Responsibilities of the Student

a. Ensure that any academic records from other colleges and universities are transferred to and received by the Admissions Office for evaluation.

b. Develop his/her social, academic, and career goals and examine how these goals will affect his/her life.

c. Become familiar with Career Services, located in University Inn 102, and other resources at USU and discuss his/her long-range goals, career opportunities, and the selection of a major or minor with career counselors, faculty, his/her academic advisor, and other resource people.

d. Keep current on academic policies, procedures, and requirements by reviewing the current *General Catalog*, *Schedule of Classes*, and major requirement sheets.

e. Know basic University, college, and departmental graduation requirements of a chosen major or minor well enough to plan his/her own progress toward completion of these requirements.

f. Assume final responsibility for his/her academic choices.

g. Maintain personal copies of a tentative degree plan, progress reports, University Studies evaluations (including General Education and Depth Education), and transfer credit evaluations until an official graduation application is processed.

h. Know his/her advisor. (For information and assistance, contact the academic department, the college academic service office, or the Office of University Advising and Transfer Services in TSC 304.) A listing of advisors is available on the University Advising and Transfer Services website ([www.usu.edu/ats](http://www.usu.edu/ats)).

i. Seek help from his/her advisor when needed. It is the student's responsibility to initiate this meeting. Students should schedule appointments a few weeks in advance, as it is unrealistic for most advisors to meet with students who just drop in. Students should be prepared with accurate information and relevant materials (e.g., the *Plan Now* worksheet, notes from previous advising sessions, etc.) when contacting the advisor. Major requirement sheets, the *General Catalog*, and other advising resources are available on the University Advising and Transfer Services website ([www.usu.edu/ats](http://www.usu.edu/ats)).

j. Initiate any changes of major by completing the appropriate paperwork and obtaining the required signatures.

k. Update local address and telephone number through the Registrar's Office, either in-person or by using the QUAD registration system. The student is also responsible to activate and regularly check his/her University e-mail account.

l. Complete an application for graduation and schedule an appointment to obtain the required signatures a few weeks prior to the application deadline. Students are to return the application to the Registrar's Office.

### Responsibilities of the Advisor

a. Maintain and have access to an up-to-date file containing each student's appropriate records.

b. Provide students with correct up-to-date academic information about University, college, and departmental graduation requirements for the student's selected degree program.

c. Where possible, know each student well enough to be aware of individual academic or educational needs and know how these needs affect the student's educational career goals.

d. Assist students in the development of a course of study, including the selection of electives, which reflects the student's academic background, course prerequisites, and educational goals.

e. Help students to understand the expected standards of achievement and likelihood of success in certain areas of study. Provide students with information about alternatives, limitations, and possible consequences of academic decisions.

f. Refer students to available campus resources to meet individual needs.

g. Encourage students to review with their advisor their progress toward a degree to assure early detection of problems.

h. In collaboration with the Office of Career Services, become knowledgeable about and provide students with information regarding career opportunities and choices, workshops, internships, campus interviewing opportunities, career fairs, and other career resources.

i. Review, verify, and sign the student's application for graduation.

j. Participate in advisor training sessions provided by the

University.

### Responsibilities of the Departments and Colleges

Note: The manner in which the various colleges and departments handle advising responsibilities will vary to meet special needs of students and programs.

a. Formulate and direct the academic advising program within its academic units to meet the student's needs.

b. Provide for the maintenance of individual student record files at the college and/or departmental level, including progress reports and transfer credit evaluations.

c. Assign advisors within academic units and provide students with information about the advisement program, including who they can see for academic advisement and the best times to contact advisors for appointments.

d. Provide faculty advisors with accurate up-to-date information concerning graduation requirements of academic programs within the college or department.

e. Transfer student's folder to a new college, when needed, if a student changes his/her major.

f. Review, verify, and sign the student's application for graduation.

g. Provide information about departmental and college advising resources available on the web.

h. Make information available to students about undergraduate research opportunities, professional clubs and organizations, graduate school options, scholarships and fellowships, and other academic opportunities provided by the college or department.

i. Encourage advisors to participate in advisor training sessions provided by the University, and make necessary accommodations to allow advisors to attend.

### Responsibilities of the Office of University Advising and Transfer Services

a. Provide students, faculty, and administrators with academic information concerning University programs, policies, procedures, and services.

b. Assist the administration, colleges, departments, and service offices in developing and maintaining accurate, up-to-date academic information materials, including information printed in the *General Catalog* and academic program guides (major requirement sheets).

c. Coordinate the delivery of University academic information and services to students, prospective students, faculty, and staff.

d. Provide new students with orientations to the University to inform them about the broad academic, social, and cultural opportunities of USU and the surrounding community, and to assist them in resolving difficulties related to class scheduling or University academic policies and procedures.

e. Assist colleges, departments, and service offices at the University by providing information for advisors and service personnel to include:

1. Updating and distributing an annual *Advisor Handbook* to colleges, departments, and service offices on campus.

2. Distributing the *Advisor News* newsletter each semester.

3. Maintaining and updating advising resource materials on the University Advising and Transfer Services website.

4. Maintaining and using an e-mail distribution list to disseminate information to advisors in a timely manner.

5. Conducting monthly Advising Coordinating Committee meetings.

6. Providing training for academic advisors and peer advisors through advisor orientation and development workshops and conferences.

Approved by the Educational Policies Committee  
January 10, 2002

## Resources Offered by University Advising and Transfer Services

The Office of University Advising and Transfer Services (UATS) creates both printed and web-based versions of many publications for students, faculty, and staff.

**The *General Catalog*** is published every year and contains descriptions of University policies and procedures, information about academic colleges and departments, major requirements, and detailed course descriptions.

**The *Advisor Handbook*** is available to all academic

advisors at USU and is updated each semester by the *Advisor News*. The contents of the *Advisor Handbook* are updated annually.

**The *Advisor News*** is a newsletter that is distributed each semester to the academic faculty and staff of the University. It contains up-to-date academic information from USU's colleges, departments, and service offices, which is needed by academic advisors and staff who are involved in the advisement process.

**Major Requirement Sheets** for each major at USU are available from the Office of University Advising and Transfer Services in limited numbers. Each department provides the guides to students in majors within that department. These guides are updated annually in a cooperative effort involving each department, each college, and the Office of University Advising and Transfer Services. Each requirement sheet contains program information, career opportunities, and all University, college, and departmental requirements for graduation in that specific major.

**The *Counselor Guide*** contains major requirements sheets for each of the majors offered at USU. All University, college, and departmental requirements for graduation are provided for each major. An alphabetical index is included which shows all graduate and undergraduate programs offered by USU. These *Counselor Guides* are distributed to high schools, colleges, and universities that send students to USU, as well as to the college academic service offices, the library, Career Exploration, and other service offices on campus.

**Transfer Articulation Agreements** are distributed to each college academic service center to assist advisors in assessing how courses transfer to Utah State University from other institutions within the State of Utah, BYU (Idaho), Boise State University, College of Southern Idaho, Idaho State University, Western Wyoming Community College, and BYU (Hawaii). The Office of University Advising and Transfer Services works closely with the Registrar's Office in maintaining the University articulation tables. Departments should notify the UATS Office of any articulation updates.

***Plan Now*** is a USU individual student program of study planning and progress guide, which enables students to plan their entire program with their advisor and check their progress.

Advisors who need additional copies of any of these resources should contact the Office of University Advising and Transfer Services at 797-3373.

The **UATS website** is an excellent resource for students and advisors. It includes links to many of the publications listed above. It also includes links to an advisor contact list, minutes from the Advising Coordinating Committee meetings, and other resources. The website is located at

[www.usu.edu/ats](http://www.usu.edu/ats).

## Professional Development for Advisors

The Office of University Advising and Transfer Services (UATS) provides accurate and up-to-date academic advisement information and resources to advisors, faculty, and staff. Services and materials provided by University Advising and Transfer Services include the following:

### New Advisor Orientation

New Advisor Orientation will be provided for new professional advisors and faculty members who have recently taken on an advising assignment. Seasoned advisors are welcome to participate, but the agenda is geared toward new advisors.

The agenda includes an introduction to the USU Advisement program and resource materials. Representatives from various service offices will introduce advisors to their services, so that advisors may be more knowledgeable in referring students. The orientation also includes an introduction to using the SIS Plus student information system and an overview of important University policies and procedures. New advisors will also receive helpful tips from other advisors.

New Advisor Orientations will be scheduled in August, December, and May of each year. In addition to the scheduled orientations, new advisors may contact John Mortensen in the Office of University Advising and Transfer Services to schedule a one-on-one appointment to review some of the material listed above.

### USU Advising Conference and the Advising Workshop Series

The Office of University Advising and Transfer Services will host an annual USU Advising Conference. The advising conference is intended to benefit all advisors. Where possible, it is hoped that all faculty, professional, and peer advisors will attend.

Additional workshops have been scheduled throughout the year. When appropriate, outside speakers will be brought in to discuss a specific topic and to provide training. Advisors will be encouraged to provide input prior to workshops to help identify topics to cover. The advising workshops will be broadcast to the various distance education sites. Dates for

the advising conference and workshops are listed on the inside front cover of this publication.

### Advising Coordinating Committee (ACC)

The Advising Coordinating Committee is comprised of representatives from each college academic service center, academic advisors representing various departments, representatives from various extension sites, directors of many service offices on campus, and the ASUSU Academic Vice President. The meetings are open to anyone who wishes to attend.

The committee is chaired by the Director of University Advising and Transfer Services. Meetings are held monthly during the fall and spring semesters to facilitate the dissemination of information and to discuss the implementation of changes in academic policies and procedures, in coordination with various offices across campus.

The Advising Coordinating Committee will meet in Merrill Library, Room 204. Agendas will be e-mailed in advance. The meeting dates and times are listed on the inside front cover of this publication.

### University Advising and Transfer Services (UATS) Advisor E-mail Distribution List

UATS maintains an e-mail distribution list to keep advisors informed of important information in a timely manner. Through this list, advisors are informed about meetings and changes in academic policies and procedures. Many offices on campus will ask ATS to forward important messages to advisors who are on this list. Typical messages may include information about new course offerings, canceled classes, new or unadvertised opportunities for students, or other issues that may impact advisors.

The list currently includes more than 235 professional and faculty advisors, as well as directors of various service offices. Anyone desiring to have their e-mail address added to or removed from this list should contact John Mortensen ([john.mortensen@usu.edu](mailto:john.mortensen@usu.edu)).

### Utah Advising and Orientation Association (UAOA)

The mission of the Utah Advising and Orientation Association is to provide professional development opportunities for college and university personnel who advise students or who are involved in student orientation. UAOA also serves as a vehicle to promote collaboration between representatives of institutions throughout the State of Utah.

UAOA sponsors an annual conference each spring, usually in May after graduation. A planning committee consists of representatives from each institution in the State of Utah.

### National Academic Advising Association (NACADA)

The National Academic Advising Association grew out of the first National Conference on Academic Advising in 1977, and now has more than 6,000 members representing all 50 states, Canada, Puerto Rico, and several other countries. Members represent higher educational institutions across the spectrum of Carnegie college classifications and include professional advisors/counselors, faculty, administrators, and students whose responsibilities include academic advising.

NACADA's primary purpose is to promote quality academic advising in institutions of higher education to ensure the educational development of students. NACADA provides a forum for discussion, debate, and the exchange of ideas pertaining to academic advising through numerous activities and serves as an advocate for effective academic advising.

NACADA strives to enhance academic advising by providing:

- \* Publications (refereed journals, newsletters, and monographs)
- \* Advisor Training Video
- \* Academic Advising to Foster Retention Video
- \* Conferences (regional and national)
- \* Commissions/Interest Groups (subgroups to address specific advising interests)
- \* Awards
- \* Scholarships
- \* Research Grants
- \* National Clearinghouse for Academic Advising (repository and distribution center for information)
- \* Member Career Services
- \* Consultants Bureau (assistance to institutions interested in enhancing advising services on campus)
- \* Active Involvement/Leadership Opportunities
- \* Networking and Professional Identity
- \* ACADV (electronic listserv for worldwide discussions on advising issues)

### Conferences

NACADA sponsors several conferences, including a national conference each fall, ten regional conferences in the spring, a Summer Institute, and an Advising Administrators' Institute. Important dates are listed on the inside front cover of this publication.

While the national and regional conferences are for all

advisors, the Summer Institute is designed for individuals or teams who have responsibility for academic advising such as:

- \* Teams of individuals from an institution desiring to redesign campus advising services.
- \* Individuals with career goals of advising administration.
- \* Academic advising campus task force members.
- \* Advising program directors.
- \* Campus administrators.
- \* Deans or vice presidents with responsibility for advising.

### NACADA Commissions

NACADA members may choose to affiliate with up to two of the following commissions:

- \* Advising Administration
- \* Advising Adult Learners
- \* Advising Business Majors
- \* Advising Education Majors
- \* Advising Graduate and Professional Students
- \* Advising Student Athletes
- \* Advising Students with Disabilities
- \* Advising Transfer Students
- \* Advisor Training and Development
- \* Assessment of Advising
- \* Engineering and Science Advising
- \* ESL/International Student Advising
- \* Faculty Advisors
- \* LGBTA
- \* Multicultural Concerns
- \* Small Colleges and Universities
- \* Technology in Advising
- \* Two-year Colleges
- \* Undecided/Exploratory Students

### NACADA Interest Groups

The following interest groups are also represented by NACADA:

- \* Advising Fine Arts Students
- \* Advising High-Achieving Students
- \* Canada
- \* Distance Education Advising
- \* First-Generation College Student Advising
- \* Health Professions Advising
- \* High School to College Advising
- \* Liberal Arts Advisors
- \* Native American and Tribal College
- \* Peer Advising and Mentoring
- \* Pre-Law Advising
- \* Probation/Dismissal/Reinstatement Issues
- \* Study Abroad Advising

\* Theory and Philosophy of Advising

For more information, contact:

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## Evaluation of Advising at Utah State University

Currently, there are two methods of evaluating advising across the University. The first is through the University Assessment Office. Specific questions related to advising are included in the Graduating Student Survey. This survey is given to all students as part of the packet they receive when applying for graduation. A similar survey is given to a sample of freshman and sophomore students.

The Office of University Advising and Transfer Services maintains an online academic advising survey. Students may complete this survey at their own convenience. The responses are sent directly to the advisor identified in the survey. The online academic advising survey is found at [www.usu.edu/ats/advisor-evaluation](http://www.usu.edu/ats/advisor-evaluation).

### Advising Questions Contained in the Graduating Student Survey

20. From the insert provided, write down the four-digit code of the academic advisor that you are evaluating in the following questions:
21. How many semesters has this person been assigned as your advisor?
  - a. 1 semester
  - b. 2 semesters
  - c. 3 semesters
  - d. 4 semesters
  - e. 5+ semesters
22. If the name of your academic advisor is not on the insert, please provide his/her name.
23. If you have never met with your advisor or only met with him/her once, indicate the reason(s). (Mark all that apply):
  - a. Did not think it was necessary.
  - b. Got the information I wanted/needed on the first visit.
  - c. Got the information I wanted/needed from another source.
  - d. Did not know who my advisor was.
  - e. My advisor kept me informed through e-mail or other sources.
  - f. Did not get information I wanted/needed so did not return.
24. If there were no obstacles, I would visit my advisor more frequently.
  - Yes
  - No
25. How many times have you formally changed your major?
  - a. Never
  - b. 1 time
  - c. 2 times
  - d. 3 times
  - e. 4+ times
26. In an ideal system, I could make an appointment to meet my advisor:
  - a. 1 hour in advance
  - b. 1 day in advance
  - c. 1 week in advance
27. If there were no obstacles, I would visit with my advisor:
  - a. Weekly
  - b. Every other week
  - c. Monthly
  - d. Every couple of months
  - e. Each semester
  - f. Once a year
  - g. Never
28. What is the average length of your advising appointments?
  - a. 1-10 minutes
  - b. 11-20 minutes

- c. 21-30 minutes
  - d. 30 or more minutes
29. How often did you meet with your advisor this past school year?
- a. Never
  - b. 1 time
  - c. 2 times
  - d. 3 times
  - e. 4 times
  - f. 5 times
  - g. 6 times
  - h. 7 times
  - i. 8 times
  - j. 9 times
  - k. 10+ times
30. From where do you obtain the major source of information to plan your academic program? (Choose only one)
- a. Advisor
  - b. Other faculty/staff
  - c. USU *General Catalog*
  - d. Major requirement sheets
  - e. Other students
  - f. Other \_\_\_\_\_

31. What is the USU advising system doing well?

\_\_\_\_\_

32. How might the advising system be improved?

\_\_\_\_\_

For questions 33-69, students may choose:

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree
- Not Applicable

**My advisor:**

- 33. is friendly toward me.
- 34. demonstrates interest in my welfare.
- 35. is readily available for consultation.
- 36. is easy to get an appointment with.
- 37. does not make me feel rushed during our meetings.
- 38. is prepared for appointments with appropriate transcripts and degree requirement analyses.
- 39. communicates his/her advice effectively.
- 40. listens well to my concerns.
- 41. understands my need for advice.
- 42. helps me clarify career and life goals.

- 43. refers me to resources that help me clarify career and life goals.
- 44. helps me understand my interests and abilities.
- 45. helps me evaluate my interests and abilities.
- 46. keeps my interests and abilities in mind when helping me choose courses/programs.
- 47. helps me develop my decision-making skills.
- 48. helps me with realistic self-appraisal.
- 49. helps me develop suitable educational goals/plans.
- 50. helps me evaluate my progress toward my established educational goals/plans.
- 51. helps me make academic/career decisions.
- 52. helps me to successfully manage my time.
- 53. helps me overcome educational problems and skill deficiencies.
- 54. refers me to resources that can help me overcome educational problems and skill deficiencies.
- 55. refers me to resources pertinent to my educational goals (internship, study abroad, honors program, and learning assistance programs).
- 56. encourages me to participate in experiences which lead to my intellectual growth.
- 57. helps me select appropriate courses and other educational experiences.
- 58. interprets institutional requirements so that they are understandable to me.
- 59. gives me correct information on services/programs.
- 60. is well-informed about changes in academic requirements and keeps me informed of pertinent changes.
- 61. gives me advice in a straight forward understandable manner.
- 62. tells me why she/he offers particular advice.
- 63. encourages me to participate in extracurricular activities.
- 64. appears to be well-trained.
- 65. Interactions with my advisor are positive.
- 66. I don't have to wait long between scheduling and seeing my advisor.
- 67. Overall, I am satisfied with the advising system at USU.
- 68. Overall, I am satisfied with the advising system in my college/department.
- 69. Overall, I am satisfied with my advisor.

The following applies to questions 70-92. During appointment(s) with your advisor, which of the following topics have you discussed? (Mark all that apply.) Indicate your satisfaction with the discussion.

- Very Satisfied
- Satisfied

Neutral  
Dissatisfied  
Very Dissatisfied

70. Courses for the semester.
71. Degree requirements.
72. Major requirements.
73. Minor requirements.
74. General Education requirements.
75. Selecting or changing my major.
76. Transfer credit.
77. Registration procedures (drop/add, closed courses).
78. Academic probation.
79. Career choice.
80. Internships.
81. Research with faculty.
82. How to get the most out of my educational experience at USU.
83. Study skills.
84. Concerns about a specific course.
85. Concerns about a specific faculty member.
86. Application to graduate/professional schools.
87. Personal problems.
88. Credit by examination (CLEP).
89. Advanced Placement (AP) courses.
90. Work-study/on-campus employment.
91. Job placement after graduation.
92. Withdrawing from USU.

## Advisor Recognition

Advisors at USU may receive recognition at both the institutional and national levels. The same criteria is used at each level. An individual must have received an advising award at the institutional level in order to be considered for a national advising award.

### Criteria

Selection committees will evaluate nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Such evidence may include:

- \* Strong interpersonal skills.
- \* Availability to advisees, faculty, or staff.
- \* Frequency of contact with advisees.
- \* Appropriate referral activity.
- \* Use and dissemination of appropriate information sources.
- \* Evidence of student success rate, by advisor or

department.

- \* Advisee or unit evaluations (summary data).
- \* Caring, helpful attitude toward advisees, faculty, and staff.
- \* Meeting advisees in informal settings.
- \* Participation in and support of intrusive advising to build strong relationships with advisees.
- \* Monitoring of student progress toward academic and career goals.
- \* Mastery of institutional regulations, policies, and procedures.
- \* Ability to engage in, promote, and support developmental advising.
- \* Participation in and support of advisor development programs.
- \* Perception by colleagues of nominee's advising skills.

## USU Advising Awards

There are currently three awards that an advisor may receive at the institutional level. Advisors are recognized at the annual USU Robins Awards. There are two categories of awards: Faculty Advisor of the Year and Professional Advisor of the Year. Typically, there is one individual from each college who is nominated for the Faculty Advisor of the Year Award. The number of nominees for Professional Advisor of the Year will vary.

In addition to the Robins Awards, a new award has been created for the Outstanding New Advisor. Only those advisors with less than three years of advising experience are eligible.

Past winners are listed below.

### Faculty Advisor of the Year

- 1985 Joan Bowden - Elementary Education
- 1986 Chuck Lutz - Admin. Systems & Business Education
- 1987 Harold Kinzer - Communication
- 1988 David Walker - Plant Science
- 1989 Joseph Morse - Chemistry & Biochemistry
- 1990 Thomas Hilton - Business Info. Systems & Education
- 1991 Ted Andra - English
- 1992 Lloyd Bartholome - Business Info. Systems & Educ.
- 1993 Gary Straquadine - Agricultural Education
- 1994 Vicki Allan - Computer Science
- 1995 Jim Bame - Intensive English Language Institute
- 1996 Helga Van Miegroet - Forest Resources
- 1997 Grant Vest - Plants, Soils, & Biometeorology
- 1998 E. Helen Berry - Sociology, Social Work & Anth.
- 1999 Stan Allen - Animal, Dairy & Veterinary Sciences
- 2000 Noreen Schvaneveldt - Nutrition & Food Sciences

- 2001 Isela Chiu - Languages & Philosophy
- 2002 Mary Jo Blahna - Management & Human Resources
- 2003 Chris Luecke - Aquatic, Watershed, & Earth Res.
- 2004 Lyle G. McNeal - Animal, Dairy & Veterinary Sciences

### Professional Advisor of the Year

- 1992 Pat Preston - Psychology
- 1993 Sheri Noble - Elementary Education
- 1994 Mary Leavitt - Science/HASS Advising Center
- 1995 Maureen Wagner - College of Natural Resources
- 1996 Jennifer Tingey - Science/HASS Advising Center
- 1997 Mary Ann Warren - Elementary Education
- 1998 Susan Ericksen - Family & Human Development
- 1999 Moniece Stocker - College of Business
- 2000 Deborah Reece - Physics
- 2001 Carol Sainsbury - Student Support Services
- 2002 Sylvia Robinson - Elementary Education
- 2003 Jana Kay Lunstad - English
- 2004 Darcie Peterson - Special Educ. & Rehabilitation

### Outstanding New Advisor Award

- 2003 Susie Maughan - Elementary Education

## National Advising Awards

The winners of the Robins Awards for academic advising may be nominated for a national advising award through the National Academic Advising Association (NACADA). NACADA presents awards for Academic Advising in several categories, with two levels of awards in each category: the Outstanding Advising Award and a Certificate of Merit. Advisors at USU have received more national advising awards and certificates than any other institution in the nation. Past winners are listed below.

### Academic Advising as a Primary Role

#### Outstanding Advisor Award

- 1990 Karen Peterson - College of Business
- 1993 Pat Preston - Psychology

#### Certificate of Merit

- 1986 Kathy Bayn - College of Engineering
- 1986 Judith Odell-Poe - Elementary Education
- 1987 Mona Higbee - Elementary Education
- 1994 Sheri Noble - Elementary Education
- 1995 Mary Leavitt - Science/HASS Advising Center
- 1996 Maureen Wagner - College of Natural Resources
- 1997 Jennifer Tingey - Science/HASS Advising Cntr.
- 1998 Mary Ann Warren - Elementary Education
- 1999 Susan Ericksen - Family & Human Development
- 2002 Carol Sainsbury - Student Support Services
- 2003 Sylvia Robinson - Elementary Education
- 2004 Jana Kay Lunstad - English

### Faculty Academic Advising

#### Outstanding Advisor Award

- 1991 Thomas Hilton - Business Info. Systems & Educ.
- 1992 Ted Andra - English
- 2000 Stan Allen - Animal, Dairy & Veterinary Sciences

#### Certificate of Merit

- 1986 Nile Meservy - Sociology, Social Work & Anth.
- 1986 James Kennedy - Forest Resources
- 1987 Chuck Lutz - Administrative Sys. & Business Ed.
- 1988 Joseph Morse - Chemistry & Biochemistry
- 1989 LeeAnn Rawley - Intensive English Lang. Inst.
- 2001 Noreen Schvaneveldt - Nutrition & Food Sci.
- 2002 Isela Chiu - Languages & Philosophy
- 2003 Mary Jo Blahna - Management & Human Res.

### Academic Advising Administrator

#### Outstanding Advisor Award

- 2004 Mary Leavitt - HASS Advising Center  
(also recipient of Gail Rola Memorial Award)

### New Academic Advisor - Advising as Primary Role

#### Certificate of Merit

- 2004 Susie Maughan - Elementary Education