



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

**Additional Comments:** \_\_\_\_\_

Communication	Rating	Comments/Goals/Supports needed
<b>With Coordinator</b>		
<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>		
<b>With Students</b>		
<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>		
<b>With School Staff</b>		
<i>Signs in and out of binder daily</i>		
<i>Checks in with school counselors or teachers as needed</i>		
<b>With GEAR UP staff</b>		
<i>Works with other advisors as a team; notifies coworkers</i>		

**Additional Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Advising Session Expectations</b>	<b>Rating</b>	<b><u>Comments/Goals/Supports needed</u></b>
<b>Builds rapport</b> <i>Asks students questions about how they are doing, how things are going, etc.</i>		
<b>Audits Transcripts</b> <i>Reviews students academic progress individually and guides students through transcript and A-G on PSP</i>		
<b>Covers session goals</b> <i>For Spring Session: 11<sup>th</sup> grade-reviews grades, CAHSEE status, SAT/ACT registration, EAP Intro. 12<sup>th</sup> 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:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Documentation</b>	<b>Rating</b>	<b><u>Comments/Goals/Supports needed</u></b>
<b>Prepares for advising session</b> <i>Has passes, PSPs, and any handouts or resources ahead of time</i>		
<b>Completes contact logs and PSPs by the end of each day</b> <i>Contacts are logged on spreadsheet daily</i>		
<b>Maintains organized caseload files</b> <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:** \_\_\_\_\_