



## Division of Education, Supervision and Instruction

### ADVISING PROTOCOL

#### **Recruitment – Freshmen**

- Advise prospective candidates on teacher education programs, admission criteria and procedures
- Received major declaration form and assignment of official academic advisor
- Review transcripts for coursework and grades

#### **Sophomore**

- Review transcripts for coursework and grades
- Advise candidates on teacher education program of study (GE requirements, pre-professional, professional and method required courses)
- Field-based observations/practicum coursework, and Praxis I exams
- Advise and assist candidates with teacher education application and requirements
- Advisor submits teacher education program recommendation form
- Review pre-candidate assessment data for admission to program

#### **Junior**

- Continue to advise candidates on teacher education program of study
  - Review transcripts for coursework and grades
  - Professional and major courses (including field-based observations/practicum coursework)
  - Praxis II exams
- Review Candidate assessment data for progressing in program

#### **Senior**

- Continue to advise candidates on teacher education program of study (professional and major courses) and clinical practice (student teaching experience)
- Review transcripts for coursework and grades
- Advise and assist candidates with senior thesis project
- College supervisor assignment (optional)
- Review Candidate assessment data for exiting program
  - Responsible for Graduation Verification Report (GVR) to the Department Chair and to the REGISTRAR by April 1

#### **Forms to be used:**

BA Degree Plan Advising Sheets

Advising Appointment Forms

Program Information and Application Packet (see Teacher Education Packet Forms)

Graduation Verification Report



**TOUGALOO COLLEGE**  
Division of Education, Supervision and Instruction

**ADVISING APPOINTMENT FORM**

Please take a few moments to fill out this form. When you are finished, the Division of Education Office will give you an appointment in person or by email. Please be sure to write your name and email address correctly.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_

Telephone (     ) \_\_\_\_\_ - \_\_\_\_\_ Degree Major \_\_\_\_\_

Preferred Day (circle one):     Monday     Tuesday     Wednesday     Thursday     Friday

Preferred Time:    1<sup>st</sup> choice \_\_\_\_\_    2<sup>nd</sup> choice \_\_\_\_\_    3<sup>rd</sup> choice \_\_\_\_\_

Reason for appointment:

- |  |  |
|--|--|
| <input type="checkbox"/> Academic warning            | <input type="checkbox"/> Portfolio review clearance          |
| <input type="checkbox"/> Appeals                     | <input type="checkbox"/> Portfolio resume/cover letter       |
| <input type="checkbox"/> Course sequencing           | <input type="checkbox"/> Program change                      |
| <input type="checkbox"/> Course waiver               | <input type="checkbox"/> Teacher Education Program follow up |
| <input type="checkbox"/> First / New student meeting | <input type="checkbox"/> Teacher Education Program interest  |
| <input type="checkbox"/> Full school withdrawal      | <input type="checkbox"/> Thesis                              |
| <input type="checkbox"/> General advising            | <input type="checkbox"/> Time management                     |
| <input type="checkbox"/> Leave of absence            | <input type="checkbox"/> Transfer credit                     |
| <input type="checkbox"/> Portfolio review            | <input type="checkbox"/> OTHER _____                         |