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

EU-Advising-Rev.07.2011
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:  1st choice ________________  2nd choice ________________  3rd choice ________________
Reason for appointment:
☐ Academic warning  ☐ Portfolio review clearance
☐ Appeals  ☐ Portfolio resume/cover letter
☐ Course sequencing  ☐ Program change
☐ Course waiver  ☐ Teacher Education Program follow up
☐ First / New student meeting  ☐ Teacher Education Program interest
☐ Full school withdrawal  ☐ Thesis
☐ General advising  ☐ Time management
☐ Leave of absence  ☐ Transfer credit
☐ Portfolio review  ☐ OTHER ________________________________