

# Policy on Academic Advising

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At AUB Faculty of Medicine, academic advising is meant to help students connect to the institution's practices, culture and values. Academic advising thus entails a variety of tasks and responsibilities, which cater to helping students, set their educational goals, achieve their maximum potential and develop into successful learners. As such, academic advising leads students to view their educational experience as meaningful, purposeful and consistent with their goals and interests.

It is hoped that the academic advisors' regular contact with their students allows them to establish rapport with them as well as gain insights into their students' academic, social and personal experiences. Thus, with the advisors' dedication and competence, students will become self-reliant and able to make significant decisions about their educational experiences.

## 1. Advisor's Role

Following is a description of the advisor's and student's role as found from a survey of academic advisors at AUB and reported in the literature on academic advising. It is important for the advisor to

- have good listening/reflecting/communication skills;
- be knowledgeable in University policies and procedures;
- take initiative to schedule first meeting with student;
- have available latest edition of University catalogue and telephone directory;
- convey to student expected standards of achievement at University;
- discuss with student program requirements, policies and procedures;
- offer help and encouragement that student needs;
- reinforce student's self-reliance and decision making skills;
- be protective of student's privacy of information;
- be available for consultation especially at beginning and end of semester;

## 2. Student's Role

In order for the academic advising process to succeed, the student should fulfill her/his role. Following are some of the student's responsibilities as found from a survey of academic advisors at AUB Faculty of Medicine and reported in the literature. It is important for the student to:

- establish initial contact with academic advisor;
- know that the academic advisor is her/his reference point during her/his stay at the University;
- identify who her/his academic advisor is;
- locate his/ her academic advisor's office;
- observe academic advisor's office hours unless advisor indicates walk-in- basis advising;
- be punctual when meetings are scheduled with academic advisor, otherwise alert advisor ahead of time for being late or missing the meeting;
- be familiar with policies and regulations, academic and administrative processes, and standards of achievement at University;
- consult with advisor at least once a semester to decide on courses, verify graduation time and requirements, and academic performance;
- be prepared, have precise questions to discuss with academic advisor during a meeting/ announced advising period;
- check with academic advisor on financial aid, assistantships;
- develop good listening/reflecting/communication skills.

## 3. Summary

In accordance with University Policy, faculty advisors should be assigned to small groups of students. The role of the faculty advisor is expected to be as follows:

- Meet periodically with students as a group to learn from them about the progress of their program, to determine if they are encountering any problems and to provide them with the necessary guidance.
- Meet with individual students, at the request of class teaching committees, if these students are facing academic or adjustment difficulties and the committees recommend closer supervision and guidance.

Meet with individual students at their request, to discuss with them issues they may want to raise regarding their performance, adjustment, life within the Faculty, choice of elective clerkships, career guidance for post-doctoral training and other issues.