

Institute for Information Sciences Academic Advising

The Institute for Information Sciences PAPAT Standard- (Personal, Academic, Professional, Aspirational, Transformational)



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Section 1 -Guidelines for faculty

All IIS students will have a named academic advisor who should normally provide continuous support throughout their program of study. Meetings should be instigated at key points twice in the semester, preferably at assessment periods and at periods of transition. Mutual expectations are expressed and agreed at the outset. Students and academics should be clear about the purpose, nature and intended outcomes of the advising process, specifically the times, nature, duration and boundaries of the advising role. Staff and students should set clear boundaries and encourage communication through a mutually preferred method such as open office hours.

The record and action plan

The student questionnaire is a generic questionnaire linked to The PAPAT Standard of Academic Advising for completion in advance of a meeting with the academic advisor so the student has had time to think and respond to the questions, and providing appropriate information to the advisor. The completion and updating of this form is the responsibility of the student and should not be retained by academics either electronically or as hard copy.

The sessions should be underpinned by reflection and key questions used as a trigger for discussion:

1st Meeting

1. What are your personal development goals for your academic experience?
2. Can you identify any areas of academic concern for discussion?
3. Outside of study, what are you currently doing? What do you plan next?
4. What progress have you made on your project?

2nd Meeting

1. Can you update me on your progress towards the personal development goals discussed in meeting 1?
2. Reflecting on your academic performance, are there key areas of feedback that you would like to discuss?
3. What are you learning about yourself and other people from your academic work and other areas of life as a student?
4. Can we reflect and evaluate your overall progress over the year in terms of your personal, academic and professional development?
5. How is your project progressing?

Additional Potential Questions

- Looking ahead there's no getting away from the fact that any employer wants you to show that you used these years as a student to best advantage. What are you doing to strengthen your resume – volunteering, work, additional skills acquisition?

- What are you learning about yourself and other people from your academic work and other areas of life as a student? We call that graduate attributes.
- Where do you feel you're at in terms of working towards your future career? What are you going to do next?
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Section 2- Guidelines for Students

Academic Advising is not just about giving you the opportunity to pick courses; it is intended to help you develop personal, academic and professional skills. The advising meetings will help you to develop skills that can improve your academic performance and make you aware of areas for professional and personal growth and development. Academic Advisors can help you navigate through assessment feedback and can work with you to produce academic development plans which can help improve your record of academic attainment.

You will have a named advisor who will be appointed at completion of CS190. **Your advisor will work with you on developing your project from CS190 over the course of your Felician degree.**

You should meet with your advisor at least two times a semester to discuss your academic studies, co- curricular activities that enhance your profile and reflect on any issues that may impact on your overall performance at university.

The advising sessions should be underpinned by reflection and key questions used as a trigger for discussion:

1st Meeting

1. What are your personal development goals for your academic experience?
2. Can you identify any areas of academic concern for discussion?
3. Outside of study, what are you currently doing? What do you plan next?

2nd Meeting

1. Reflecting on your academic performance, are there key areas of feedback that you would like to discuss?
2. What are you learning about yourself and other people from your academic work and other areas of life as a student?
3. Can we evaluate your overall progress over the year in terms of your personal, academic and professional development?

Additional Questions

- Looking ahead there's no getting away from the fact that any employer wants you to show that you used these years as a student to best advantage. What are you doing to strengthen your resume – volunteering, work, additional skills acquisition?
- What are you learning about yourself and other people from your academic work and other areas of life as a student?
- Where do you feel you're at in terms of working towards your future career? What are you going to do next?
- Where do you feel you are at in terms of working towards your future career? What are you going to do next?

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Section 3 – Student Advising Input

How to use this form

This record and action plan has been designed to allow you to input the information that will form the basis of meetings with your academic advisor over the course of the year. In order to get maximum benefit from the meetings with your advisor, please update this plan on a continuous basis as meetings will be instigated at key points throughout the academic year. When you then meet with your advisor you should then bring the completed plan to the first advising meeting of the new academic year.

Student Name:

Academic Advisor:

Program:

Since your Last Meeting

Personal

Have any events in your personal life (that you want to discuss with your advisor) had any impact on your education?

Academic

How have your classes been going? What successes have you had? What challenges?

Professional

Please describe any paid or voluntary work including additional experience you have gained?

Aspirational

What aspirations do you hope to accomplish during this and next semester? What classes do you want to take? What skills do you want to develop?

Transformational

How have you changed as a person since beginning your education? Any reflections?

Project Progress

Please describe how your final project for Felician University is going. What progress have you made? What Challenges have you faced? What help do you need?

PAPAT Session Record – To Be Completed by Advisor

Criteria	Meeting 1 Date:	Meeting 2 Date:
Successes (What successes has the student had thus far)		
Challenges (what are some challenges the student has faced thus far)		
Going Forward (Going forward, what do you hope the student will accomplish this semester)		