

## DSPT Guide for Academic Advising Sessions – for Advisors and Students

The following is a brief checklist to help guide Advisor/Advisee discussions. Academic Advisors at DSPT are to be available to meet with each advisee at least once each semester. The Advisor is to provide the following for students:

- to offer encouragement in the pursuit of academic excellence and pastoral/professional expertise,
- to supervise academic programs, which includes assisting in the choice of classes, and ensuring that program requirements are fulfilled in an orderly and timely fashion,
- to oversee the student portfolio program requirements, including reporting to the department on student progress,
- to bring to the attention of the Academic Dean any special cases or problems.

The Advisor helps students determine (1) how well they are grasping the learning objectives of their program; (2) the particular area(s) of study and/or research that require further focus or attention; and (3) how well the program is helping them achieve their personal goals. (See DSPT Student Handbook, pp. 26, 38, and 48.)

**Before a session**, the Advisor looks up the student's program and record, to ensure that the student is making satisfactory academic progress for the student's program. The student is to be prepared to discuss progress in the program, course selection, and administrative steps to take, as applicable. The student should take notes at the meeting, esp. for any action steps agreed. Both student and Advisor are to be familiar with DSPT's *Student Handbook*, *Multi-Year Projection for Cycled Courses*, *Current Course Syllabi & Information*, and *Course Description* pages, as well as the *GTU Course Schedule*, and the *Requirements Checklist* for the student's program.

**During a session**, each Advisor and student consider the following, as applicable:

- **Program Requirements Checklist** for the student's program
- **Progress** in past and current courses
- Possible **course selection** for upcoming semester
- **Research Readiness Paper** (RRP) with Review Form (Done? Any discussion needed?)
- **Department Discussion** – Any results to discuss?
- Any **variance** from requirements of their program needing petitions, etc.

**During a session**, the Advisor & student also review matters **specific to the student's own program**, as applicable:

- *MDiv-track (CPhS, CTS, & MDiv)*: Progress in meeting requirements of the student's religious institute (*Ratio* or equivalent)
- *Any MA Exam Option (MAPh or MATH)*: Capstone Research Paper & Review Form; MA Colloquium Evaluation Form; enrollment in Capstone Exam (when ready)
- *Any MA Thesis Option (MAPh and/or MATH)*: Language Certification; Thesis Petition & Proposal; Thesis progress; all administrative tasks/forms related to Thesis
- Any matters related to graduation (*Statement of Intent to Graduate*, etc.).

**During a session**, the Advisor can also help the student to become aware of **resources & contacts** available to help them succeed, including:

- **Academic** resources and contacts, through GTU Library, academic symposia/presentations (local or otherwise), and professional/academic contacts;
- **Career** resources & contacts, including DSPT Student services (employment contacts, etc.);
- **Other support** from other students, DSPT's Student Bulletin page, faculty, Advisor, ASDSPT, social events, spiritual/other services.

**After a session**, Advisor & student follow up, as agreed (e.g., student sends Advisor notes from the session, etc.).