

# THIRTY REMINDERS OF EFFECTIVE ADVISING

1. Care about advisees as people by showing empathy, understanding, and respect.
2. Establish a warm, genuine, and open relationship.
3. Evidence interest, helpful intent, and involvement.
4. Be a good listener.
5. Establish rapport by remembering personal information about advisees.
6. Be available; keep office hours and appointments.
7. Provide accurate information.
8. When in doubt, refer to catalog, advisor's handouts, student handbook, etc.
9. Know how and when to make referrals, and be familiar with referral sources.
10. Do not refer too hastily; on the other hand, do not attempt to handle situations for which you are not qualified.
11. Have students contact referral sources in your presence.
12. Keep in frequent contact with advisees; take the initiative; do not always wait for students to come to you.
13. Do not make decisions for students; help them make their own decisions.
14. Focus on advisees' strengths and potentials rather than limitations.
15. Seek out advisees' in informal settings.

16. Monitor advisees' progress toward education goals.
17. Determine reasons for poor academic performance and direct advisees' to appropriate support services.
18. Be realistic with advisees.
19. Use all available information sources.
20. Clearly outline advisees' responsibilities.
21. Follow up on commitments made to advisees.
22. Encourage advisees to consider and develop conversations for future reference.
23. Keep an anecdotal record of significant conversations for reference.
24. Evaluate the effectiveness of your advising.
25. Be knowledgeable about career opportunities and job outlook for various majors.
27. Encourage advisees to talk by asking open-ended questions.
28. Do not betray confidential information.
29. Categorize advisees' questions; are they seeking action, information, or involvement and understanding.
30. Be yourself and allow advisees' to be themselves (The American College Testing Program, 1979a, p. 4.138).