Advisement Rubric

A note about this document-

This document is to serve as a guide for evaluating your students’ progress in general studies and in the music department and to provide talking points for advisement meetings. This document is to be used in conjunction with the Adviseent Checklist (filled out as you work through this document) to ensure that each student has all possible information to be successful. The Adviseent Checklist should be a part of the students’ Advisement Portfolio. An updated version of all advisement materials can be found on the Music Department website under Current Student Resources. Under the Resources for Students page you will also find a Four-Year Plan Template that can be used to help students better organize their Four-Year Plans.

Advisor Name: __________________________                 Student Name: __________________________

Advisor Initials

Advisement Binder:

- Section I
  - Vision Statement/ Teaching Philosophy
  - Four-Year Plan
  - Advisement Packet & Checklist
- Section II – Current Semester Tab
  - DARS Report - printed at the beginning of the semester
  - Current schedule of classes
  - Tentative schedule for next semester
  - Seven Recital/ Concert Programs (In progress)
  - Concerts attended to date (Include this number on Advisement Checklist)

Discussion of GPA
- Action plan for GPA improvement (if needed)
- Importance of establishing GPA

Review of Time Management
Coordinating school work, jobs and time management

Career Preparation (Upper Class Students)
- Interviewing Preparations
- Resume writing
- Cover letter writing
- Job search strategies
- Tips for summer jobs and internships

Major Requirements Understood and In Progress
- Core courses and sequence understood
- Required related courses understood (MBT/BA)
- Ensemble Requirements understood
- Elective Credits in degree program explained

Advisor Signature: _____________________________        Date: _____ / _____ / _____
General Education Requirements Understood and In Progress:

- G Course blocks introduced and understood
  - G1: Arts and Humanities
  - G2: Science and Mathematics (lab course explained)
  - G3 Social Sciences
- Mentor Gen Ed checklist shown and explained
- Writing Requirements Understood
- Advanced Writing Requirement Understood
- Connections and Explorations Gen Ed courses explained and understood

Other Talking Points

Adjustment Issues
- Separating from family and friends
- Independence
- Getting acquainted with fellow students

Exploring Interests and Strengths
- Getting Involved
- Taking courses that interest you

Discussing Academic Success Strategies
- How to study effectively
- How to take notes in class
- Time management; Procrastination
- How to prioritize and create to-do lists
- Taking the first college exam
- Preparing for midterms
- How to study for finals

Student Organizations
- Involvement
- Taking advantage of opportunities
- Using experiences to network

Major Performance
- Preparation for weekly lessons
- Understanding levels
- Integration of Solfege
- Taking advantage of performance opportunities

Using Campus Resources and Tutoring