

## Faculty Annual Report Guide: Advising

### Contents

Advising Overview .....	2
Advising Section A: General (Required).....	3
Advising Section B: Undergraduate Students (Optional) .....	4
Advising Section C: Masters Students (Optional) .....	5
Advising Section D: Doctoral Students (Optional) .....	6
Advising Section E: Attachments (Optional) .....	7
Tagging Advising Activity with a Semester and Year .....	8


## Advising Overview

▼ Advising


Help

Number of students for whom you provided a recommendation (letter, phone call, etc.)	Number of students whom you assisted in their application for university or national fellowship or scholarship	Total number of hours spent advising during the term	Undergraduate Students - Assigned	Undergraduate Students - Unassigned	How many times did you require each of your undergraduate advisees to meet with you during the semester?	How many group academic guidance meetings for students did you participate in, either arranged by you or others?	Describe your advising activities with undergraduate students	Masters Students - Assigned	Masters Students - Unassigned	Describe your advising activities with masters students	Doctoral Students - Assigned	Doctoral Students - Unassigned	Describe your advising activities with doctoral students	Start Semester	Actions
1 - 10	1 - 10	61 - 70	11 - 20	21 - 30	1 - 10	1 - 10	Undergraduate students would email me ahead of time with an agenda for our meeting, then we would meet and discuss...	1 - 10	0	Masters students would most often meet me for advice on their research papers.	1 - 10	0	I would help doctoral students with their dissertation ideas.	Spring 2018	

Add

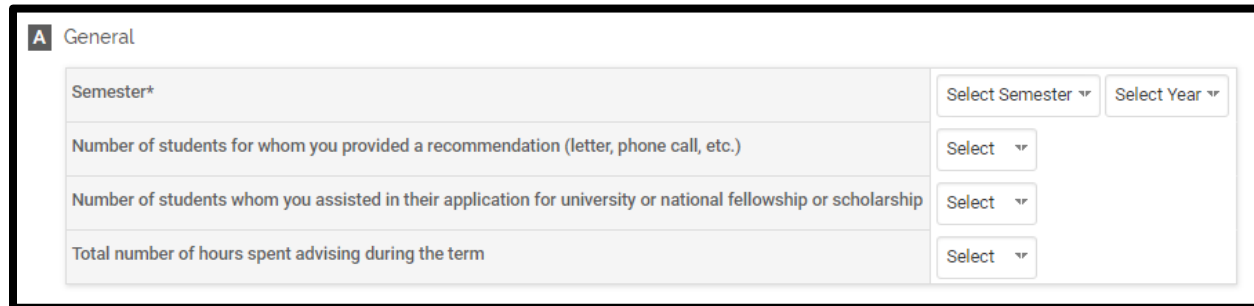
The Advising Form enables you to report the number of students you advise and the nature of your advising. To report advising activities, click on the  button.

Any previously created Advising activities will also be listed and you can edit, delete, or duplicate any of these previously reported activities.

*Note:* On the activity summary page (shown above) you might find it helpful to use the duplicate button  to copy and revise one semester's advising to summarize a different semester. For example, you could copy Spring 2018 advising activities, relabel as Fall 2018, and revise as necessary.

## Advising Section A: General (Required)

### Appearance



The screenshot shows a form titled 'A General'. It contains four rows of input fields. The first row is 'Semester\*' with a dropdown menu labeled 'Select Semester' and a text box labeled 'Select Year'. The second row is 'Number of students for whom you provided a recommendation (letter, phone call, etc.)' with a dropdown menu labeled 'Select'. The third row is 'Number of students whom you assisted in their application for university or national fellowship or scholarship' with a dropdown menu labeled 'Select'. The fourth row is 'Total number of hours spent advising during the term' with a dropdown menu labeled 'Select'.

### Editing

All asterisked (\*) fields are required. If any are incomplete, then you will not be able to save your changes.

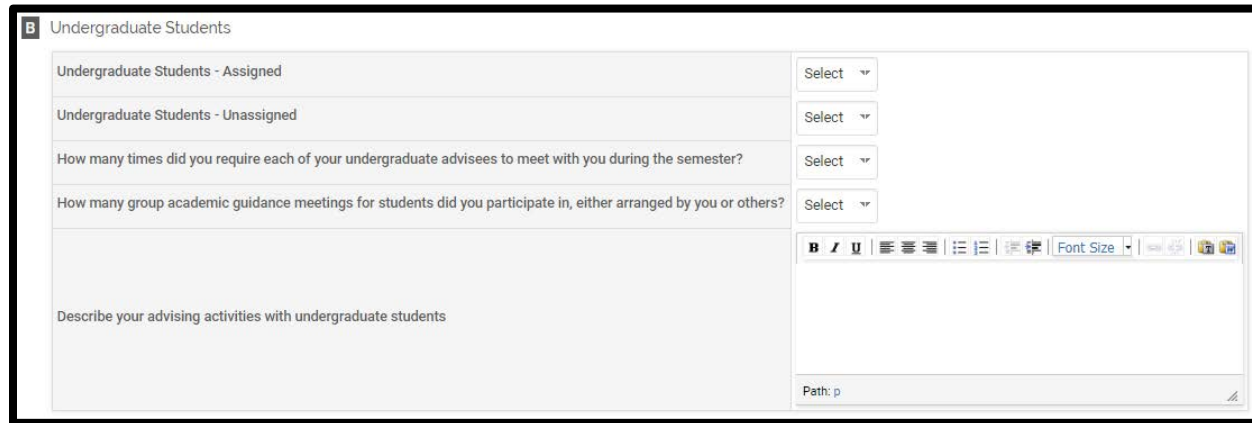
Required: Specify the semester and year that you advised students. This is referred to as “tagging” the semester (see p. 8).

Optional: Number of students for whom you provided a recommendation, assisted in their application for a university or scholarship, and total number of hours spent advising during the term.

*Note:* While none of the following sections are required to save an advising activity, it is likely that you will complete at least one section (B, C, or D) for advising undergraduate, masters, and/or doctoral students.

## Advising Section B: Undergraduate Students (Optional)

### Appearance



The screenshot shows a web form titled "Undergraduate Students" with a tab icon. It contains four rows of input fields, each with a "Select" dropdown menu to its right. The first two rows are for "Undergraduate Students - Assigned" and "Undergraduate Students - Unassigned". The next two rows are for "How many times did you require each of your undergraduate advisees to meet with you during the semester?" and "How many group academic guidance meetings for students did you participate in, either arranged by you or others?". Below these is a large text area for "Describe your advising activities with undergraduate students". To the right of the text area is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, font size, and other formatting options. At the bottom right of the form is a "Path: p" field.

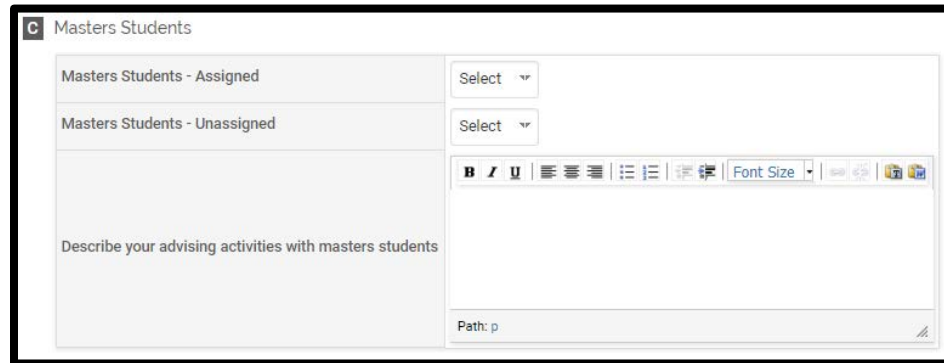
Undergraduate Students - Assigned	Select ▼
Undergraduate Students - Unassigned	Select ▼
How many times did you require each of your undergraduate advisees to meet with you during the semester?	Select ▼
How many group academic guidance meetings for students did you participate in, either arranged by you or others?	Select ▼
Describe your advising activities with undergraduate students	
Path: p	

### Editing

Optional: The number of undergraduate students assigned or unassigned whom you advised, number of times you required undergraduates to meet with you, number of academic guidance meetings for students, and a description of your advising activities.

## Advising Section C: Masters Students (Optional)

### Appearance



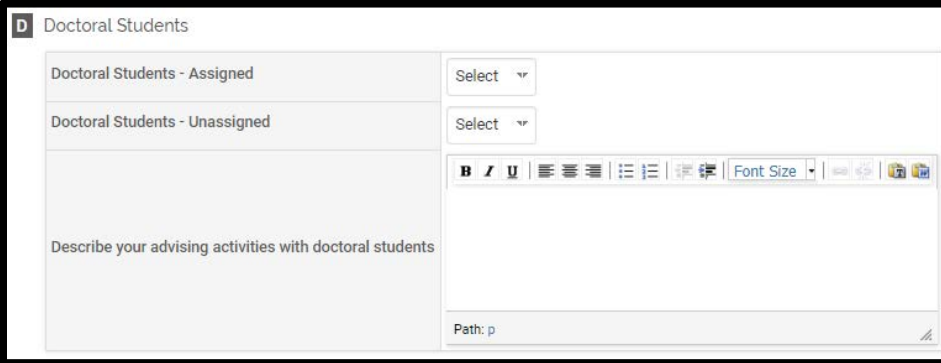
The screenshot shows a web form titled "C Masters Students". It is divided into two main columns. The left column contains two sections: "Masters Students - Assigned" and "Masters Students - Unassigned", each followed by a large text area for describing advising activities. The right column contains two "Select" dropdown menus, one for each section, followed by a rich text editor with a toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink, font size, etc.) and a "Path: p" field at the bottom.

### Editing

Optional: The number of masters students assigned or unassigned to you whom you advised, and a description of your advising activities.

## Advising Section D: Doctoral Students (Optional)

### Appearance



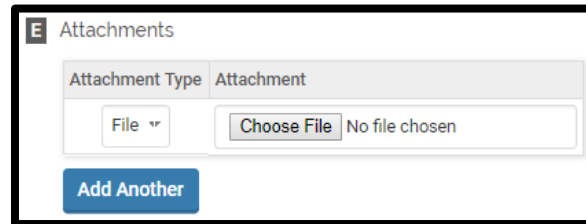
The screenshot shows a web interface for the 'Doctoral Students' section. It features a header with a tab icon and the title 'Doctoral Students'. Below this, there are two rows of labels and dropdown menus: 'Doctoral Students - Assigned' with a 'Select' dropdown, and 'Doctoral Students - Unassigned' with another 'Select' dropdown. A large text area follows, containing the prompt 'Describe your advising activities with doctoral students'. To the right of this text area is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, font size, and other formatting options. At the bottom of the form, there is a 'Path:' label followed by a text input field containing the letter 'p'.

### Editing

Optional: The number of doctoral students assigned or unassigned to you whom you advised, and a description of your advising activities.

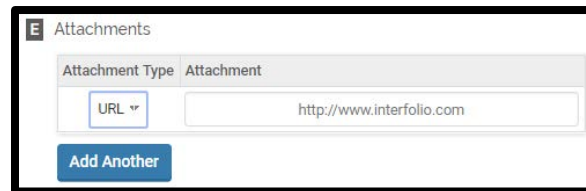
## Advising Section E: Attachments (Optional)

### Appearance



The screenshot shows a form titled "Attachments" with a tab labeled "Attachment Type". Below the tab, there is a dropdown menu set to "File". To the right of the dropdown is a "Choose File" button and the text "No file chosen". At the bottom of the form is a blue "Add Another" button.

OR



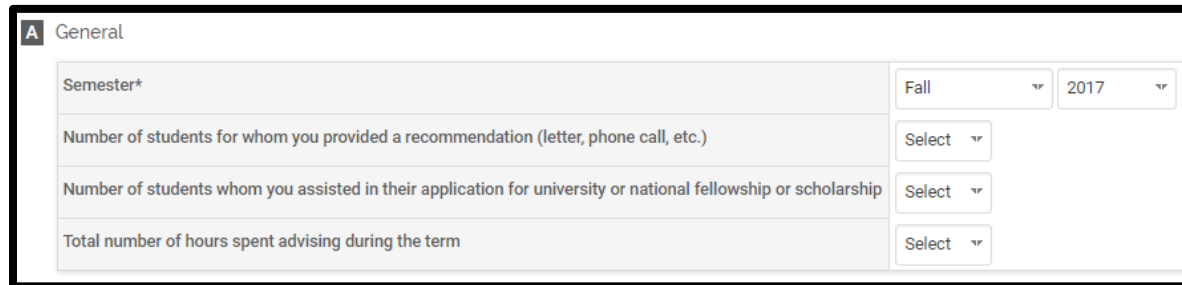
The screenshot shows a form titled "Attachments" with a tab labeled "Attachment Type". Below the tab, there is a dropdown menu set to "URL". To the right of the dropdown is a text input field containing the URL "http://www.interfolio.com". At the bottom of the form is a blue "Add Another" button.

### Editing

Optional: You can upload file attachments (e.g., recommendation letters written on behalf of students) or provide a URL to a website relevant to your advising.

## Tagging Advising Activity with a Semester and Year

For each advising activity, you must tag it by semester and year. This is how it is pulled into your Faculty Annual Report (e.g., advising activity during Fall 2017 will show up in your 2017 FAR).



The screenshot shows a form titled "General" with a tab icon "A". It contains four rows of input fields. The first row has a label "Semester\*" and two dropdown menus, one showing "Fall" and the other "2017". The second row has a label "Number of students for whom you provided a recommendation (letter, phone call, etc.)" and a dropdown menu showing "Select". The third row has a label "Number of students whom you assisted in their application for university or national fellowship or scholarship" and a dropdown menu showing "Select". The fourth row has a label "Total number of hours spent advising during the term" and a dropdown menu showing "Select".

General	
Semester*	Fall 2017
Number of students for whom you provided a recommendation (letter, phone call, etc.)	Select
Number of students whom you assisted in their application for university or national fellowship or scholarship	Select
Total number of hours spent advising during the term	Select

For advising activities, the semester tagged is the same as the semester for the advising activities you are reporting.