




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

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

A General	
Semester*	Select Semester ▾ Select Year ▾
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 ▾

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 labeled "B". The form contains the following elements:

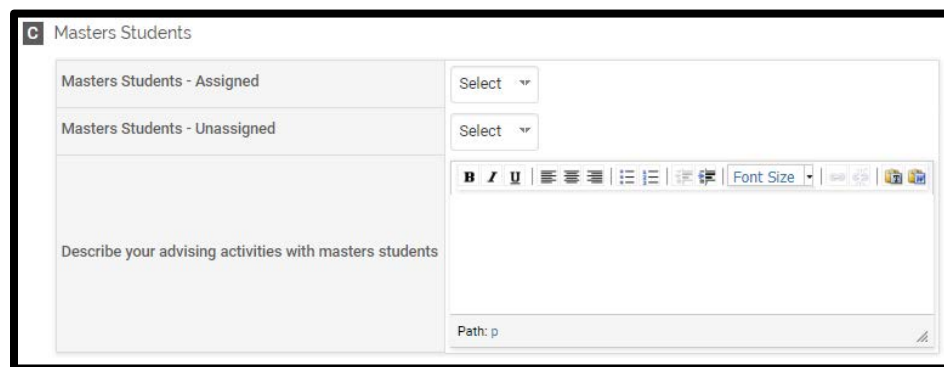
- Four rows, each with a text input field on the left and a "Select" dropdown menu on the right:
 - Undergraduate Students - Assigned
 - Undergraduate Students - Unassigned
 - How many times did you require each of your undergraduate advisees to meet with you during the semester?
 - How many group academic guidance meetings for students did you participate in, either arranged by you or others?
- A large text area for describing advising activities, with the placeholder text "Describe your advising activities with undergraduate students".
- A rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, font size, and other text formatting options.
- A "Path: p" field at the bottom right.

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



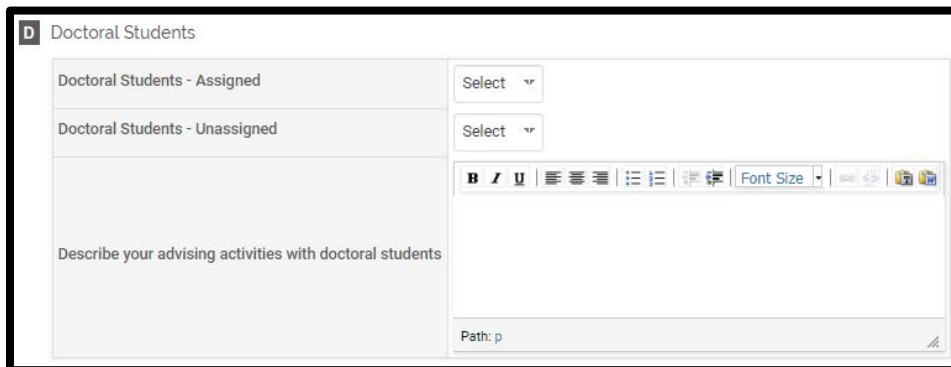
The screenshot shows a web form titled "Masters Students" with a tab icon "C". It contains two sections: "Masters Students - Assigned" and "Masters Students - Unassigned", each with a "Select" dropdown menu. Below these is a large text area with the prompt "Describe your advising activities with masters 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 editing functions. At the bottom right of the form is a "Path: p" field with a small icon.

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



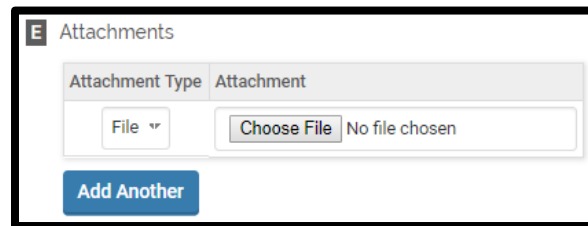
The screenshot shows a web interface for 'Doctoral Students'. At the top left is a tab labeled 'D Doctoral Students'. Below this are two sections: 'Doctoral Students - Assigned' and 'Doctoral Students - Unassigned', each with a 'Select' dropdown menu. A large text area below these sections contains the prompt 'Describe your advising activities with doctoral 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, and unlink, along with a 'Font Size' dropdown. At the bottom right of the text area, there is a 'Path: p' label and a small icon.

Editing

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

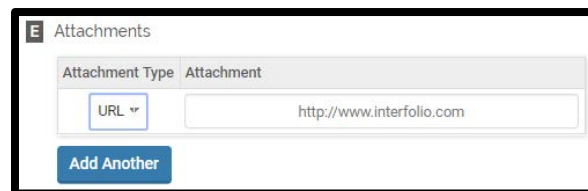
Advising Section E: Attachments (Optional)

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" and a "Choose File" button. To the right of the button, it says "No file chosen". Below these elements is a blue "Add Another" button.

OR



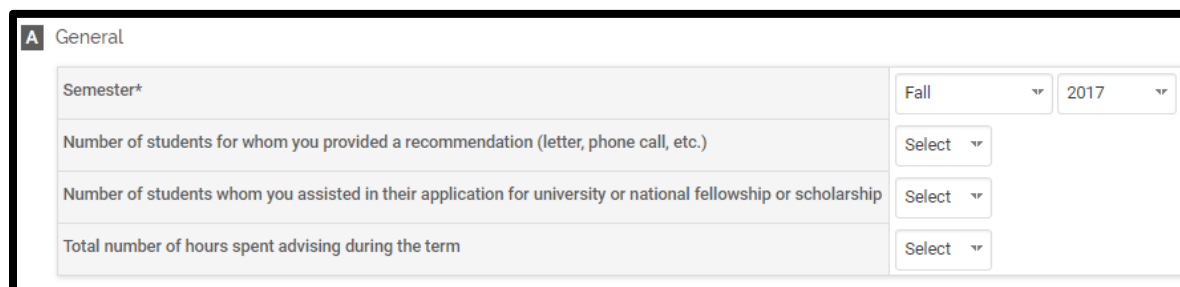
The screenshot shows a form titled "Attachments" with a tab labeled "Attachment Type". Below the tab, there is a dropdown menu set to "URL" and a text input field containing the URL "http://www.interfolio.com". Below these elements is a blue "Add Another" button.

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).



A screenshot of a web form titled "General" with a tab icon "A". The form contains four rows of input fields:

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.