

# Faculty Annual Report Guide: Advising

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## 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 [Add](#) 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 is 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 C: Masters Students (Optional)

### Appearance

**C** Masters Students

Masters Students - Assigned Select ▾

Masters Students - Unassigned Select ▾

Describe your advising activities with masters students

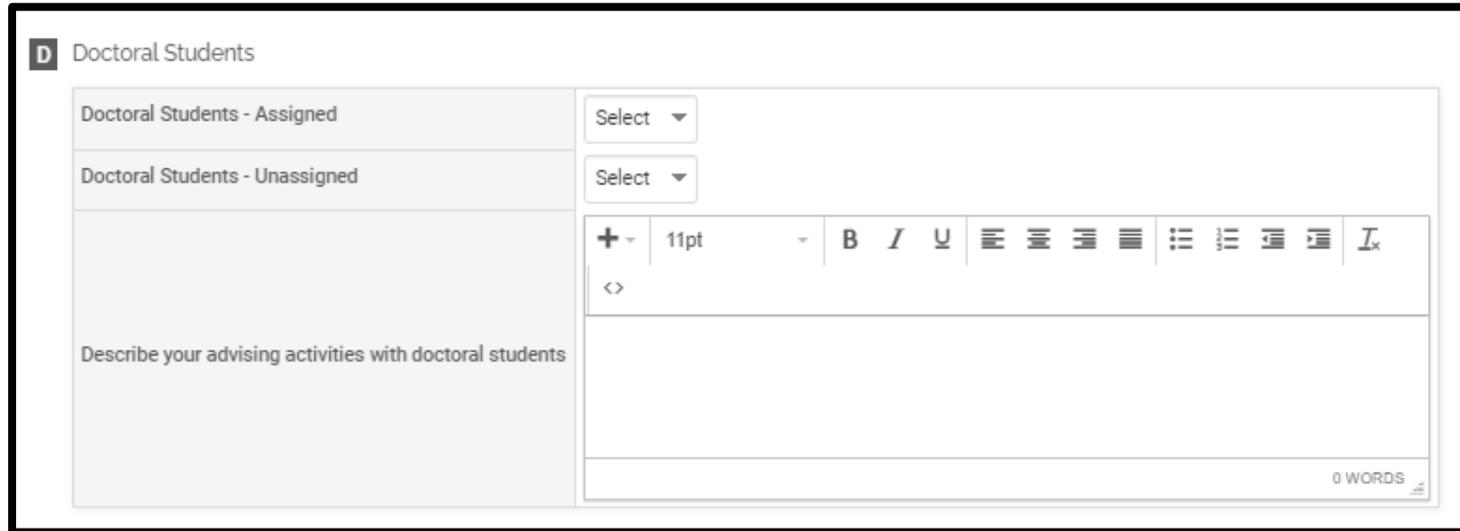
11pt **B** *I* U [List Icons] [Link Icon] 0 WORDS

### 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'. It features a title 'D Doctoral Students' in a dark box. Below the title are two rows: 'Doctoral Students - Assigned' and 'Doctoral Students - Unassigned', each with a 'Select' dropdown menu. A large text area follows, containing the prompt 'Describe your advising activities with doctoral students'. Above this text area is a rich text editor toolbar with icons for font size (11pt), bold, italic, underline, bulleted list, numbered list, link, and unlink. A 'Code' icon is also present. At the bottom right of the text area, it says '0 WORDS'.

### 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 the 'Attachments' section with a table. The table has three columns: 'Attachment Type', 'Attachment', and 'Type'. In the 'Attachment Type' column, there is a dropdown menu with 'File' selected. In the 'Attachment' column, there is an 'Upload File' button and the text 'no file uploaded'. In the 'Type' column, there is a 'Select' dropdown menu. Below the table is a blue 'Add Another' button.

Attachment Type	Attachment	Type
File	Upload File no file uploaded	Select

Add Another

OR

The screenshot shows the 'Attachments' section with a table. The table has three columns: 'Attachment Type', 'Attachment', and 'Type'. In the 'Attachment Type' column, there is a dropdown menu with 'URL' selected. In the 'Attachment' column, there is a text input field containing the URL 'http://www.interfolio.com'. In the 'Type' column, there is a 'Select' dropdown menu. Below the table is a blue 'Add Another' button.

Attachment Type	Attachment	Type
URL	http://www.interfolio.com	Select

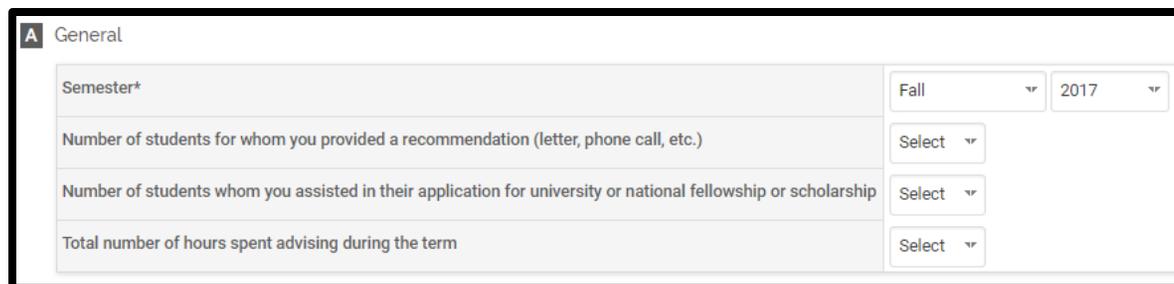
Add Another

### 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:

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.