

Strengthening Advisor Relationship

This playbook outlines the steps for students to build and maintain a strong relationship with their academic advisor. It encompasses practices from the initial understanding of advisory services to sustained collaboration for academic success.

Step 1: **Research**

Investigate the role and expertise of academic advisors at your institution. Learn what services they provide, areas of specialization, and how they can help in your academic journey.

Step 2: **Initial Contact**

Make your first appointment with your advisor and prepare for the meeting. Collect any academic records or questions you may have to ensure a productive conversation.

Step 3: **Set Goals**

Discuss your academic and career objectives with your advisor. Working together, establish clear, achievable short-term and long-term goals.

Step 4: **Plan Ahead**

With your advisor, create an academic plan that aligns with your goals. Make sure to include course selection, extracurricular activities, and any other requirements.

Step 5: Regular Meetings

Schedule and attend regular meetings with your advisor to monitor your progress, make necessary adjustments to your academic plan, and discuss new opportunities or concerns.

Step 6: Feedback Exchange

Provide your advisor with feedback about your experiences and be open to receiving advice and suggestions from them.

Step 7: Adapt Plans

Be prepared to adapt your academic plan as your goals or circumstances change through continuous dialogue with your advisor.

Step 8: Utilize Resources

Take advantage of the additional resources or connections your advisor suggests, which may include tutoring, internships, or networking opportunities.

Step 9: Foster Connection

Maintain a proactive, respectful, and collaborative relationship with your advisor, showing appreciation for their guidance and effort.

General Notes

Professionalism

Always communicate with your academic advisor in a professional manner, respecting their time and expertise.

Self-Advocacy

While building this relationship, continue to be your own advocate and take primary responsibility for your academic decisions and performance.

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