The Essentials of Academic Advising @ HKU

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Academic Advising Office
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University Academic Advising System

CEDARS
- Counsellors & Clinical Psychologists
- Student Advising Officers

Faculties
- Faculty Academic Advisers
- Temporary Academic Advisers
- Academic Advising Co-ordinators
- Academic Advising Administrators
- Student Advisers/Peer Mentors

Halls
- Wardens
- Residential Tutors
- Residential Student Advisers

Referrals among units as necessary

Academic Advising Office
- AAO Academic Advisers
## Roles of FAA and TAA

### Faculty Academic Adviser (FAA)
- Teachers from Faculties
- Advise first year students of home faculty
- Meet with advisees at least once every semester in advisees’ first year of studies
- Support students in study-related matters and make referrals

### Temporary Academic Adviser (TAA)
- Programme Directors/Co-ordinators/Teachers
- Give specific programme information for home and non-home students
- Explore Major / Minor options
- Assigned upon request from students (last for 90 days)
**Advising Timeline**

- **Aug**: Email advisees for first meeting and enter record
- **Sept**: Press “No response” button in SIS if advisees do not show up
- **Oct**: Send reminder emails if first meeting not yet taken place
- **Nov**: Press “No response” button in SIS if advisees do not show up
- **Semester 2 Jan**: Email advisees for first meeting and enter record
- **Feb**: Press “No response” button in SIS if advisees do not show up
- **Mar**: Email advisees for second meeting and enter record
FAA’s role is to guide Advisees to navigate their university education
Students seek advice on various matters

**General Planning**
- Setting academic plan
- Selecting Major/Minor
- Preparing for scholarship, internship, exchange
- Postgraduate study plan
- University regulations

**Personal Issues**
- Adjustment problems
- Time management
- Unclear goals and career plan
- Emotional / relationship / family issues

**Study Problems**
- Lack of study skills leading to poor performance
- Mismatch of interest / ability with current curriculum
- Seeking programme transfer
Online Advising resources to help students with different study concerns

http://aa0.hku.hk/faculty-staff/quick-help/quick-links-foss-faas/

Quick Web Links Guide to Faculty of Social Sciences FAAs

- I want to help a student explore major / minor options ...
- I want to help a student plan for his studies ...
- I want to help a student register for courses ...
- I want to help a student explore outside classroom opportunity ...
- I want to help a student to improve their study skills ...
- I want to help a student to plan for his career ...
- I want to help a student in applying for ...
- I want to help a student with financial concerns ...
- I want to help a student in crisis ...
- I want to help a student plan for postgraduate studies ...
**Advising @ HKU**

<table>
<thead>
<tr>
<th>What it is not</th>
<th>What it is</th>
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<tbody>
<tr>
<td><strong>PRESCRIPTIVE</strong></td>
<td><strong>DEVELOPMENTAL</strong></td>
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<tr>
<td>• Just about procedures</td>
<td>• Guidance and support</td>
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<td>• Just giving answers</td>
<td>• Asking questions</td>
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<td>• Making decisions for students</td>
<td>• Empowering students to take</td>
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<td>• Only on study matters</td>
<td>ownership of learning</td>
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<td>• Only for students with poor</td>
<td>• Holistic - both inside and</td>
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<td>results</td>
<td>out-of-classroom learning</td>
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<td>• For every student –</td>
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<td>strong, average, weak</td>
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SOME REMINDERS

- Explain your role and expectation (Be firm but friendly)
- Get to know your advisee (Help them relax as well)
- Question and wait for answers (Don’t talk too much)
- Address their questions first, if any (Student-centred)
- Start them thinking about Goals and Plan (Guide and inspire them!)
- Challenge their thinking (Don’t patronize them)
- Gauge their knowledge of curriculum requirements (Be an informed adviser)
- Check what action they will take before concluding (Encourage action)
- Remind them of support network (You do not work alone)
  - Explore potential major-minor: Introduce TAA
  - In addition to AAO, most Faculties have a web page on Advising information and support
SPOTTING STUDENTS IN DISTRESS

- Signs: a depressed, lethargic mood; very rapid speech; swollen, red eyes; sleep problems; poor concentration
- Marked changes in behaviors (personal hygiene, weight, or alertness) and pattern of interaction (avoidance of participation, excessive anxiety when called upon, domination of discussion)
- Loss of motivation, drop in grades, or excessive absences
- Repeated request for special consideration, such as deadline extensions, with or without disclosing the reasons for such
- Concerns, comments or complaints from other students
- The student is developing an unhealthy dependence on you for support

For further details, please contact CEDARS (CoPE) at 3917 8388 / cedars-cope@hku.hk. They will provide professional advice / assistance on how to handle particular cases.
Supporting SEN Students

- Support include: campus facilities, learning aids, exam arrangement, funding support, employment assistance.

- If you have SEN advisee, encourage him/her to register with CoPE (SEN Support) at 3917-8388 /cedars-SEN@hku.hk and indicate their needs as early as possible.

- Registration is voluntary and they are free to withdraw at any time. All their personal data will be kept strictly confidential.

- You may also refer the case to CoPE (SEN Support) with your advisee’s consent. SEN Counsellor will contact your advisee to offer support.
Need More Support?
Contact AAO

UG 07, Knowles Building
2219 4686
http://aaohku.hk
aaoffice@hku.hk