# **Academic Adviser Checklist**

This is an initial Checklist to support Academic Advisers in their role, providing a reminder about key tasks and links to relevant resources.

This is the first time we have created such a document and as such it will be a ‘work in progress’ this year. Please download a local copy and utilise for your own purposes.

Any feedback gratefully received!

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| **Task** | **Completed** |
| Check returning student allocations in SITS using the [Academic Adviser Allocations – Process and Guidance](https://blogs.shu.ac.uk/academicadvising/files/2021/09/Academic-Adviser-Allocations-Process-and-Guidance-Sept-21.docx).  Send any updates to: [! Academic Advising](mailto:steer-academicadvising-mb@exchange.shu.ac.uk)  **Note:** this may be being co-ordinated by your Academic Advising lead or Course Leader, however the guidance is here for your information. |  |
| Ensure you have completed the Mandatory Blackboard Training (Being an Academic Adviser)  Visit the [Academic Advising Training & Development](https://blogs.shu.ac.uk/academicadvising/training-and-development-for-staff-acting-as-academic-advisers/?doing_wp_cron=1631693424.8185389041900634765625#BAA) webpage for more details. |  |
| Consider booking onto the additional training for Academic Advisers:   * [Introduction to Academic Advising](https://blogs.shu.ac.uk/academicadvising/training-and-development-for-staff-acting-as-academic-advisers/?doing_wp_cron=1631693424.8185389041900634765625#IAA). * [Fundamentals of Academic Advising](https://blogs.shu.ac.uk/academicadvising/training-and-development-for-staff-acting-as-academic-advisers/?doing_wp_cron=1631693424.8185389041900634765625#FAA). * We also provide bespoke AA training for [International Students](https://blogs.shu.ac.uk/academicadvising/training-and-development-for-staff-acting-as-academic-advisers/?doing_wp_cron=1631693424.8185389041900634765625#IS) |  |
| Liaise with your Course Leader or [Departmental AA Lead](https://docs.google.com/spreadsheets/d/18IAlV6sqcc2tKDHrMx3WlJSXee3qFliXDRG63xq7jxw/edit?usp=sharing) over the use of the [first group session](https://sheffieldhallam-my.sharepoint.com/:f:/g/personal/hwbmj3_hallam_shu_ac_uk/Eu8HJwx86GtMkDVZsa9Ua50BUZ88ptDjwXRoTPycv--SoA?e=Cb5ziu) created by the Central Academic Advising team. |  |
| Familiarise yourself with the new [‘Reasons to Engage with your Academic Adviser’](https://sheffieldhallam-my.sharepoint.com/:f:/g/personal/hwbmj3_hallam_shu_ac_uk/Etc1i1XtBKlItWTYRSprj6gBFDRPVvifkgj3JOiCHlIipg?e=Jdgzvr) resources and consider how they might be of use in your AA meetings or course.  **Note:** Departmental AA Leads have been asked to request copies of the Postcard if required. |  |
| Ensure you have reminders in your diary for the weeks you are due to be meeting your students, and that you are aware how your course will be communicating the Academic Advising offer to students to ensure there is consistency for students. |  |
| Familiarise yourself with the Learning Analytics package and training options.   * Visit the [Learning Analytics SharePoint page](https://sheffieldhallam.sharepoint.com/sites/4105?e=1%3ad9691757cbb54b30a1fc92ea99f84f36) as Learning Analytics will be fully deployed this year. * Department briefings will be scheduled, and Learning Analytics (via Data Explorer) will be where Academic Adviser make notes of meetings going forwards. |  |
| Agree in course teams when/how first contact with new students and returning students will be made so there is some consistency for students. |  |