

Academic Advising Assessment Rubric

	<i>Does Not Meet Expectations</i>	<i>Partial Meets Expectations</i>	<i>Meet Expectations</i>	<i>Exceeds Expectations</i>
	<u>Numerical Value: 1</u>	<u>Numerical Value: 2</u>	<u>Numerical Value: 3</u>	<u>Numerical Value: 4</u>
<p><u>Timeliness</u> Student scheduled an appointment, in advance; Student arrived at the scheduled appointment on time; Student contacted advisor about cancellation and rescheduled the appointment.</p>	<p>Student <u>never</u> does any of the following.</p> <p style="color: red; font-size: 24px;">1</p>	<p>Student <u>rarely</u> does any of the following.</p> <p style="color: orange; font-size: 24px;">2</p>	<p>Student <u>often</u> does the following.</p> <p style="color: blue; font-size: 24px;">3</p>	<p>Student <u>always</u> does the following.</p> <p style="color: green; font-size: 24px;">4</p>
<p><u>Preparedness</u> Student arrived at scheduled appointments prepared for the session; Student has all assigned work completed before the session; Student brought the necessary paperwork to session; Student keeps track of important documents (i.e./educational plan sheet).</p>	<p>Student <u>never</u> does any of the following.</p> <p style="color: red; font-size: 24px;">1</p>	<p>Student <u>rarely</u> does any of the following.</p> <p style="color: orange; font-size: 24px;">2</p>	<p>Student <u>often</u> does the following.</p> <p style="color: blue; font-size: 24px;">3</p>	<p>Student <u>always</u> does the following.</p> <p style="color: green; font-size: 24px;">4</p>
<p><u>Communication Skills</u></p> <p style="text-align: center;">Oral:</p> <p>Student actively engaged in discussion (i.e./student asked questions); Student critically analyzed various concepts (i.e./his/her CSI report); Student verbally articulated his/her goals; Student was able to lead the discussion (between him/her and the advisor).</p> <p style="text-align: center;">Written:</p> <p>Student prepared written questions for discussion; Student goals were well-written; Student completed educational plan and all other written assignments.</p>	<p>Student <u>never</u> does any of the following.</p> <p style="color: red; font-size: 24px;">1</p>	<p>Student <u>rarely</u> does any of the following.</p> <p style="color: orange; font-size: 24px;">2</p>	<p>Student <u>often</u> does the following.</p> <p style="color: blue; font-size: 24px;">3</p>	<p>Student <u>always</u> does the following.</p> <p style="color: green; font-size: 24px;">4</p>