

## Academic advising plan, BSc meetings

Successful academic advising takes planning and organization.

Use this page as a guide for pacing and contents.



### Aims of academic advising

Encourage the students with their studies and career plans



Increase motivation and study progress



Improve the student's wellbeing



Find out problems and challenges – early enough



- + Being available: more meetings if needed
- + Additionally: Group informal meeting(s), if possible

Autumn 2022, first personal meeting		Spring 2023, second personal meeting	Tip
<b>Meeting, date &amp; place, beverages</b>			How do you schedule the meeting? Be aware of students' model timetables & examination periods. <sup>1</sup>
<b>Sending invitations, date and method</b>			Invitations with informal attitude & without specific topics have worked well (although attending 2 personal meeting is compulsory)
<b>Welcoming the student &amp; starting the meeting</b>			Introduction & making the student feel welcomed.
<b>Discussion</b>			How do you introduce the topics you would like to discuss with them? How to encourage the student to discuss & ask questions?
<b>Ending the meeting</b>			Summary: what have you done, what is happening next, how to contact you? It is good to make preliminary agreement for the following meeting.
<b>Reporting</b>	Report to academic-advising-chem@aalto.fi	Report to academic-advising-chem@aalto.fi	Who have you met, who was absent? Possible general questions & ideas? No specific details about students!  If Student Success Hub is used, a report from there may be of help.

<sup>1</sup> Budget max. 10€ per student (+ advisor) in each semester. Billing: The expenses can be claimed in the Neo system, project: 901000/T19901. More help at travelservices@aalto.fi