

From: Robert Alexander
To: robert.alexander
Date: 2/3/05 10:19AM
Subject: Invitation to Master Advisor Workshops

Faculty and Staff:

You are invited to participate in one of the two Master Advisor Workshops scheduled for later this month. Workshop #1 will be held on February 21 and 23 (Monday and Wednesday) from 12:00-4:00 p.m. Workshop #2 is scheduled for February 22 and 24 (Tuesday and Thursday) from 12:00-4:00 p.m. All workshop sessions will be held in the Multipurpose Room on the top floor of Ellender Library.

These workshops are designed primarily for faculty who serve as academic advisors. However, staff who have considerable contact with students in search of academic advising assistance are also invited to participate. Any faculty who are interested in becoming first-year advisors are especially encouraged to attend. Upon completion of the workshop, participants will be awarded a certificate acknowledging their certification as Master Advisors.

These workshops will be modeled on Southwest Missouri State University's Master Advisor Training Program, which has been recognized by the National Academic Advising Association (NACADA) as an Outstanding Advising Program. Ms. Kathy Davis, Director of Southwest Missouri State's Academic Advisement Center, conducted a Master Advisor Workshop at Nicholls last summer that was attended by over thirty faculty, many of whom are currently serving as advisors in University College's first-year advising initiative.

Among the activities planned for the workshops are introductions to and discussions of the role and importance of academic advising, the distinctions between prescriptive and developmental advising, ethical issues in academic advising, tutorial resources, financial aid information, and the relationship of general education to matriculation into degree programs and progress towards graduation. For the last hour of each workshop (3:00-4:00 p.m. on February 23 and 24), we will move to the WAC Dell classroom on the ground floor of Ellender Library for an introduction to the Advisor Trac software system, which is currently being used by first-year advisors to manage advising loads.

If you are interested in participating in either Workshop #1 (February 21 and 23) or Workshop #2 (February 22 and 24), please notify me by either email (robert.alexander@nicholls.edu) or phone (ext. 4096) and indicate which workshop you are interested in attending. We can accommodate no more than 25 participants for each workshop, so please respond as soon as possible. And if these workshops conflict with your schedule, you may want to consider future workshops that will be scheduled for later this semester.

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