



**The ASPIRA Association
Academic Advisors Professional Development Program**

Course Title: The Responsible Student Advisor

Course Number: AAT – 103

Course Description:



After completing this course, the ASPIRA Student Advisor will be able to understand their role as an ASPIRA Advisor, know and practice the ASPIRA Best Practices and standards for working with students; know and practice academic and personal advisement policies, develop cultural competency skills; be experienced in how to establish empathy (rapport) with clients; understand group dynamics; and will know the characteristics of an effective facilitator.

Course Duration: 3 hours

Course Outline:

Goal	Learning Objectives	Learning Activities	Learning Resources
Student Advisors will increase their effectiveness in student/youth development.	Advisor will understand the framework for ASPIRA Advisors in working with students and promoting postsecondary education.	Advisors will learn some fundamental skills required for advising students and promoting postsecondary education.	Study the document Role of ASPIRA Advisors to learn more about your job responsibilities at ASPIRA. As an effective academic advisor you must recognize students' rights in school. Please review the ACLU Students Rights in Schools to learn more about this subject. ASPIRA is a youth development organization. Your role as an ASPIRA Advisors is to promote

		<p>youth development through education. Visit the following Web sites and learn about youth development:</p> <p>Understanding Youth Development Work University of Minnesota:</p> <p>Read article: Role of the School Counselor and see how your role is very similar to that of school counselors.</p>
Advisor will understand the framework for ASPIRA Advisors in working with students in career development.	Advisors will learn some fundamental skills required for career advisement.	Visit the National Career Development Association's web page on Career Counseling Competencies and learn about the competencies recommended for career counseling.
Advisor will review basic concepts for the advisement process.	Advisors will learn some key parameters for advisement.	<p>Read the following articles and learn about the role of the advisor:</p> <p><i>Counseling and Educational Excellence: A Response to "A Nation at Risk" by Garry Walz</i></p> <p><i>Improving Academic Achievement: What School Counselors Can Do by Duane Brown</i></p>
Advisors will learn how to provide assistance to ASPIRA Club Leaders.	Advisors will learn about the ASPIRA Clubs structure and function.	Visit the ASPIRA Clubs web site to learn more about the structure and function of the clubs.
	Advisors will learn about the ASPIRA Areyto ceremony	Study the Areyto ceremony and use it as a tool with new ASPIRA Club Members.

	Advisors will learn about Robert Rules of Order to assist with ASPIRA Clubs.	Visit the following sites and learn about parliamentary procedure and Robert's Rules of Order
Advisors will review cultural considerations in working with students.	Advisors will learn some fundamental cultural competency skills useful in working with diverse populations.	Read Barriers for Effective Cross Cultural Counseling and learn about cultural competency issues. Identify cultural competency skills you may need to develop. Multicultural Counseling Cultural Competency Web Page – learn what are cultural competence and other related issues.
Advisors will recognize ASPIRA's ethical standards in working with students.	Advisors will learn some best practices in working with students.	Study the ASPIRA Advisors Ethical Standards and learn about ethical practices in working with students. Visit the following on-line resources and identify other best practices useful to your work with students: American School Counselor Association, The National Standards for School Counseling Programs National Association for College Admission Counseling: Counselors Competencies American School Counselor Association: ethical standards for schools counselors
	Advisors will review case studies and will discuss with their local facilitators how to apply best practices to each of the cases.	Study the Case Studies presentation and discuss with your supervisor and peers how you would handle each case.
Advisors will learn about documentation required for student advisement.	Advisors will utilize the ASPIRA Management Information System when working with students and competing progress data.	Visit the ASPIRA Management Information System - Enter all pertinent information on the student and in the Notes section, provide specific comments related to your session with the student.

	Advisors will recognize the importance of a referral network for assisting students.	Advisors will establish a referral network.	Using your local phone book, and/or making a search on the web develop your own list of referral resources to assist you in your work. Prepare this list using Microsoft Word or Excel. Please include agency name, type of service provided, contact person, address, phone number, fax, e-mail address and web site.
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Evaluation:

Short Term

After completing the above learning activities, the Academic Advisor will prepare a two-page (maximum) paper describing how they would work with vulnerable students, **such as students** with disabilities, potential drop-outs, students in poor academic standing, etc.

Advisors will develop list of resources and a referral list that will assist them in their work.

The above will be made part of the trainee evaluation portfolio.

Long Term

Advisors will select five real case studies where ASPIRA's Best Practices have been utilized.

The academic advisor will provide a statistical report on students served and outcomes derived, such as the number of students going to college, and receiving financial aid.