

An Academic Advisor should:

1. Provide oversight of the student's academic progress by:
 - Assisting in the selection of courses
 - Ensuring student is meeting degree milestones in a timely manner
 - Being available for regular meetings with student
 - Assessing and developing the student's interests and abilities
 - Monitoring student progress in academic coursework through periodic examination of transcripts
 - Monitoring student progress in field work
 - Writing letters of reference
 - Assisting with grant preparation (doctoral students)
 - Referring students to the appropriate individuals or offices that provide academic support and/or resources

2. Provide leadership in matters of academic integrity:
 - Being knowledgeable about ethical issues that pertain to academics, research, and practice
 - Helping students interpret and understand institutional policies and procedures regarding the responsible conduct of research
 - Discouraging students from circumventing institutional policies and procedures, and when confronted with such issues, directing students to appropriate institutional resources or contacts
 - Avoiding actual or appearance of conflicts of interest
 - Respecting confidentiality of students

3. Encourage active participation in the greater community (department, School, University, local, State, National, International):

Resources:

Academic Advisor's Handbook, Northeastern State University
Roles and Responsibilities of the Academic Advisor, Tufts University
Advisor Handbook, The University of Texas at Arlington