

SAHE FACULTY ADVISOR / ADVISEE OUTLINE

FIRST SEMESTER

Advisor / Advisee Relationship

- ☐ Roles, expectations, number of meetings, etc.
- ☐ Graduate School webpage resource: <http://graduateschool.colostate.edu/current-students/forms/index.aspx>

Transition to CSU / Graduate School

- ☐ Classes: attendance/participation
- ☐ Graduate work: time management (academics, assistantship, writing abilities, assignment completion)
- ☐ Relationships: Cohort, non-SAHE, undergraduate students
- ☐ In-State Residency Requirements (referral to SFS)

SAHE PROGRAM

- ☐ Functional areas of interest
- ☐ Practicum Requirement: planning practicums/Internship/Independent Study – timeline/registration requirements
- ☐ Elective Requirement: SAHE Workshop(s), non-SAHE credit courses, Independent Study
- ☐ Portfolio Committee: internal/external members & Preliminary Portfolio Review Committee meeting @ end of Spring Semester
- ☐ Competencies
 - ✓ Competency areas addressed via coursework, Practicum, Independent Study, Workshop, Supplemental GA
 - ✓ Competency self-assessment completed by students as EDRM 698 Research Methods class assignment at the beginning of semesters 1 & 2, and student's responsibility at beginning of Semester 3. A copy is emailed to student for discussion each semester.

Portfolio Products

- ☐ Knowledge / Professional reflection format & content discussion in conjunction with EDRM 698 Research Methods class assignment. Provide advisor a copy of reflection(s) to review a week (including a weekend) prior to a meeting.
- ☐ Refer to "Portfolio Development" section for additional discussion topics identified for semester I.

Assistantship

- ☐ Advisor/Assistantship Supervisor/Student interaction
- ☐ Balance between academic requirements and assistantship responsibilities
- ☐ Interactions/relationship with Assistantship Supervisor
- ☐ Changing Assistantship option: decision and application process completed prior to SAHE interviews in Spring

SECOND SEMESTER

SAHE PROGRAM

- ☐ In-State Residency Requirement reminder
- ☐ Identify and solidify the Portfolio Committee members: comprised of SAHE Advisor, a SAHE or School of Education faculty member, and a CSU faculty member outside of the School of Education.
- ☐ Preliminary Portfolio Review Committee Meeting: discuss Preliminary Portfolio Review Committee meeting purpose, schedule a date between April and July 31st. See "Portfolio Guidelines/Preliminary Portfolio Checklist" for required documents
- ☐ Practicum decision and registration requirements
- ☐ Elective Requirement: SAHE Workshop, non-SAHE courses, independent study and timeline
- ☐ GS6 Form: Online form requires Advisor signature. Confirmation of GS-6 form approval is emailed to student and Advisor. Completed as a EDRM 698 Research Methods
- ☐ Competencies
 - ✓ Review first and second semester competency self-evaluation. Completed as an EDRM 698 Research Methods class assignment with a copy emailed to student and advisor for discussion.
 - ✓ Discuss completed and unmet competencies using Competency Matrix: competencies addressed via coursework, Practicum, Independent Study, Workshop, Supplemental GA

Portfolio Products

- ☐ Knowledge / Professional reflection format & content discussion in conjunction with EDRM 698 Research Methods class assignments. Provide committee a copy of Reflection(s) to review a week (including a weekend) prior to Preliminary Portfolio Review Committee meeting. Advisor should be reviewing during development of reflections.
- ☐ Preliminary Portfolio Review Committee meeting: see “Portfolio Guidelines/Preliminary Portfolio Checklist” for required documents
- ☐ Practicum decision and registration requirements
- ☐ Refer to “Portfolio Development” section for additional discussion topics identified for Semester II.

Assistantship

- ☐ Balance between academics and assistantship
- ☐ Progress/status of assistantship in general and with Assistantship Supervisor
- ☐ Review Assistantship Supervisor Evaluation

THIRD SEMESTER**SAHE PROGRAM**

- ☐ Confirm Practicum requirements
- ☐ Confirm Elective credit/workshop /independent student requirements
- ☐ Competencies
 - ✓ Review third semester competency self-assessment.
 - ✓ Discuss completed and unmet competencies using Competency Matrix: competencies addressed via coursework, Practicum, Independent Study, Workshop, Supplemental GA
- ☐ Discuss resume, job searching, interviewing, conferencing in preparation for semester IV

Portfolio Products

- ☐ Knowledge / Professional reflection format & content discussion in conjunction with Portfolio III class assignments. Provide advisor a copy of Reflection(s) to review a week (including a weekend) prior to meeting.
- ☐ Discuss Final Portfolio Presentation content and date for Spring Semester. Identify date to deliver final Portfolio to committee members.
- ☐ Refer to “SAHE Portfolio Development” section for additional discussion topics identified for Semester III.

Assistantship

- ☐ Continued discussion of balancing cohort, academic requirements and assistantship responsibilities
- ☐ Interactions/relationship with Assistantship Supervisor
- ☐ Review Assistantship Supervisor Evaluation

FOURTH SEMESTER**SAHE PROGRAM**

- ☐ Discuss job searching, interviewing, and networking at conference, professional associations
- ☐ Graduation ceremonies
- ☐ To Ph.D. or not to be?

Portfolio Completion

- ☐ Discuss plan for Final Portfolio Presentation meeting
- ☐ Final Portfolio Presentation Committee meeting occurs after Spring Break through end of 1st week in April.
- ☐ GS-25 Form, Application for Graduation, due in February.
- ☐ GS-24 Form, Report of Final Examination Results, completed at Final Portfolio Presentation, due by end of 1st week in April.

PORTFOLIO DEVELOPMENT & TIMELINE

Conclusion of Semester 1:	Student Self-Assessment SAHE Semester Reflection
<i>Additional portfolio reflections identified with Advisor</i>	Knowledge Reflection Professional Reflection
Conclusion of Semester 2:	Student Self-Assessment SAHE Semester Reflection
<i>Additional portfolio reflections identified with Advisor</i>	Knowledge Reflection Professional Reflection Personal Statement - Draft
	Resume Portfolio Format (hard copy or electronic) Portfolio Committee Members GS6 form Professional Development Plan – Draft
	<i>Preliminary Portfolio Review Committee Meeting</i>
Conclusion of Semester 3:	Student Self-Assessment SAHE Semester Reflection
<i>Additional portfolio reflections identified with Advisor</i>	Knowledge Reflections Professional Reflections Personal Statement - Final Resume - Updated Final Portfolio Presentation Date
Final Semester:	Knowledge Reflections for final portfolio** Professional Reflections for final portfolio** Overall SAHE Program Reflection (combo of Semester Reflections) Self-Assessment & Evaluation Reflection
<i>**Final Portfolio reflections identified with Advisor</i>	Professional Development Plan - Final Resume - Final SAHE Program Reflection (included final semester) GS24 & GS25 forms
	<i>Final Portfolio Presentation</i>