

AMBS Faculty Advising Report Form

As part of our work together as advisor and advisee, I am responsible for submitting a report reviewed by you and the various administrative offices that attend to student development, academic progress, and retention. Our advising meetings will involve working through the topics listed below. My goal is to complete the form during our meeting so that you don't need to take your own notes but can refer to the report you will receive by email.

— Malinda

Basic Information

- Student Name
- Adviser name
- Adviser's Email
- Select one:
 - I was able to connect with my student for advising
 - I was not able to connect with my student for advising
 - My advisee is graduating, no further advising needed

Retention Topics

Advisors are asked to note if there is “concern,” things are “going well,” or provide comments in the following areas related to your experience of being an AMBS student.

Required Topics

1. Academic Performance
2. Course Planning (solidify plans for the upcoming term; discuss overall schedule/course availability)
3. Schedule Management (study time in balance with work/family commitments)
4. Awareness of Program Deadlines (advancement process, placement/internship application deadlines, etc.)

Encouraged Topics

5. Finances
6. Health (emotional and physical)
7. Satisfaction with Faculty Interaction (including advising)
8. Vocational Discernment
9. Additional Comments or Topics

Advising Notes

10. Spiritual & Intercultural Goals (what are your goals for year, what are you noticing).
11. Knowing, Being, Doing (reflection on the integration process of mind, spirit/soul, and body through the experience of theological education)
12. Growth Areas
13. Closing Topics (registration plans for the upcoming semester, degree completion trajectory, anticipated)
14. Plans for degree completion (i.e., graduation date or possible planned leave of absence).