

## TRADITIONAL PROGRAMS -- SURVEY INTRODUCTION

Academic advising is an important part of the Viterbo experience and we strive to have quality academic advising. The Academic Advising Office periodically sends out a survey asking about students' advising experiences. We would appreciate you taking the time to respond to the items in this anonymous survey. This will allow you to provide feedback about your advisor and the advising program in general. The results of the survey will be used to work toward improvements in academic advising here at Viterbo.

If you have recently changed advisors, please answer the survey for the advisor with whom you have spent the most time.

The time you spend responding to this inventory will be greatly appreciated by us and your advisor. Your opinion matters and the survey results will allow us to work together to improve the quality of your advising experience.

### SECTION ONE

1. Our records show the following advisor information. If this is not correct, please enter the correct information.

Advisor: {Student's Advisor}

Major: {Student's Major}

2. What is your year in school?
  - a. First year
  - b. Sophomore
  - c. Junior
  - d. Senior
  - e. 4+ Years
  - f. Not sure – Please explain below.

### SECTION TWO

The first questions ask you to evaluate the role of your academic advisor, using the following scaling system: *1 = Strongly disagree, 2 = Disagree, 3 = Neither Agree nor Disagree, 4 = Agree, 5 = Strongly Agree.*

1. My advisor is knowledgeable of program requirements, academic requirements, and university policies.
2. My advisor is accessible through regular office hours or by individual appointment.
3. My advisor is available to provide assistance in course scheduling.

- 4a. My advisor helps me to clarify whether the courses selected are appropriate considering my academic background, program of study, and professional goals.
- 4b. My advisor helps me to understand possible consequences of various course alternatives.
- 5a. My advisor avoids making all academic decisions for me.
- 5b. My advisor helps me enough.
6. My advisor guides me in evaluating the choice of an academic program as it relates to my interests, abilities, and career objectives.
7. My advisor engages me in realistic self-assessment and encourages me to develop decision-making skills.
8. My advisor is interested in me as a whole person – my academic, social and personal development.
9. My advisor helps me to clarify the relationship between my academic preparation and the world of work.
10. My advisor has made me aware of other resources on campus as they relate to my specific needs (e.g. counseling, career services, tutoring, etc).
11. My advisor listens attentively to what I have to say.
12. My advisor shares information clearly and accurately.
13. My advisor is approachable and helps me feel at ease.
14. I believe I have a good relationship with my advisor.
15. My advisor is interested in my academic progress and offers suggestions when appropriate.
16. After seeing my advisor I feel that the time spent with them has been helpful to me.

### **SECTION THREE**

The following questions ask you to evaluate your responsibility in the advising relationship, using the following scaling system: *1 = Strongly disagree, 2 = Disagree, 3 = Neither Agree nor Disagree, 4 = Agree, 5 = Strongly Agree.*

17. I have assumed responsibility for being knowledgeable of my degree requirements and my progress toward completing my degree by monitoring my degree audit through Student Planning.

18. I have taken responsibility to meet with my advisor this year for more than just registration.
19. I believe I have taken the responsibility to gather the information needed to make informed decisions about academic and/or career options.
20. I believe I have shared frankly and honestly with my advisor my vocational interests, plans, related work experiences, strengths and weaknesses.
21. I have become aware and utilized the various resources on campus that can affect my growth personally, intellectually, spiritually and physically.

#### **SECTION FOUR**

The following short-answer questions ask you to evaluate both your academic advisor and also your role in the advising relationship.

22. One thing my advisor did which was especially helpful to me was...
23. How does your connection with your academic advisor assist you in your development as a student? Be specific in your response.
24. How would you rate your advisor's level of knowledge about your program requirements? Be specific in your response.

#### **SURVEY SUBMISSION CONFIRMATION**

We would like to thank you for taking the time to complete this survey. The results will be collated and the composite results will be shared with the Viterbo community.

## **BACHELOR COMPLETION -- SURVEY INTRODUCTION**

Academic advising is an important part of the Viterbo experience and we strive to have quality academic advising. The Academic Advising Office periodically sends out a survey asking about students' advising experiences. We would appreciate you taking the time to respond to the items in this anonymous survey. This will allow you to provide feedback about your advisor and the advising program in general. The results of the survey will be used to work toward improvements in academic advising here at Viterbo.

If you have recently changed advisors, please answer the survey for the advisor with whom you have spent the most time.

The time you spend responding to this inventory will be greatly appreciated by us and your advisor. Your opinion matters and the survey results will allow us to work together to improve the quality of your advising experience.

### **SECTION ONE**

1. Please select the advisor with whom you have spent the most time.
  - a. Bachelor Completion Advisor
  - b. Other – Please identify.
  
2. Our records show the following information. If this is not correct, please enter the correct information:  

Major: {Student's Major}
  
3. How long have you been enrolled in the Bachelor Completion Program at Viterbo University?

### **SECTION TWO**

The first questions ask you to evaluate the role of your academic advisor, using the following scaling system: *1 = Strongly disagree, 2 = Disagree, 3 = Neither Agree nor Disagree, 4 = Agree, 5 = Strongly Agree.*

3. My advisor is knowledgeable of program requirements, academic requirements, and university policies.
  
4. My advisor is accessible through regular office hours by telephone, email, or by individual appointment.
  
- 5a. My advisor helps me to clarify whether the courses selected are appropriate considering my academic background, program of study, and professional goals.

- 5b. My advisor helps me to understand possible consequences of various course alternatives.
6. My advisor is available to provide assistance in course scheduling.
- 7a. My advisor avoids making all academic decisions for me.
- 7b. My advisor helps me enough.
8. My advisor helps me to clarify the relationship between my academic preparation and the world of work.
9. My advisor has made me aware of other resources on campus as they relate to my specific needs (e.g. counseling, career services, technical helpdesk, etc).
10. My advisor listens attentively to what I have to say.
11. My advisor shares information clearly and accurately.
12. My advisor is approachable and helps me feel at ease.
13. My advisor is interested in me as a whole person.
14. My advisor is interested in my academic progress and offers suggestions when appropriate.
15. I believe I have a good relationship with my advisor.
16. After seeing my advisor I feel that the time spent with them has been helpful to me.

### **SECTION THREE**

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19. I believe I have taken the responsibility to gather the information needed to make informed decisions about academic and/or career options.
20. I believe I have shared frankly and honestly with my advisor my vocational interests, plans, related work experiences, strengths and weaknesses.

21. I have become aware and utilized the various resources on campus that can affect my growth personally, intellectually, spiritually and physically.

#### **SECTION FOUR**

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23. How does your connection with your academic advisor assist you in your development as a student? Be specific in your response.
24. How would you rate your advisor's level of knowledge about your program requirements? Be specific in your response.

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