

ADVISOR OBSERVATION FORM

This observation form may be used to assess an advisor working with his/her advisory group. A formal summary may be written from these notes and discussed at a later time with the advisor.

Observation	Yes	No	Comments
1 Advisor began and ended the advisory meeting on time.			
2 Advisor set a tone within the group that conveyed the importance of the advisory.			
3 Advisor clearly explained the purpose of the day's activity or activities.			
4 Advisor clearly explained the directions for each activity.			
5 Advisor utilized a variety of facilitation skills during the advisory meeting (attending, reflecting, inviting, connecting, assessing, debriefing).			
6 Advisor created opportunities for advisees to take on various roles in the group (i.e., leadership).			
7 Advisor maintained a positive learning environment, redirecting advisees when necessary.			
8 Advisor encouraged active participation among all advisees.			
9 Advisor listened to advisees and encouraged constructive feedback.			
10 Advisor connected with each advisee individually during the advisory meeting.			
Other:			

Source: Serving Smaller Learning Communities Topical Institute Design Team