

## UAA Appointment Shadowing/Observation Form

Your Name: \_\_\_\_\_  
 Advisor you are \_\_\_\_\_  
 Shadowing: \_\_\_\_\_

Date \_\_\_\_\_  
 Student \_\_\_\_\_  
 Major: \_\_\_\_\_

Items to Observe	Comments
Prior to Appointment: What does the advisor <b>review/do to prep</b> for the appointment?	
Prior to appointment: Office Setup. Is the <b>space welcoming &amp; inviting?</b> Why?	
How does the advisor <b>establish/build on rapport</b> with the student? Is this the first time they are meeting, or have they met before?	
<b>Demeanor of advisor</b> throughout the duration of appointment. Did their tone change? Did their body language? What prompted the change if so?	
How was <b>DegreeWorks</b> (Audit & Planner) used?	
How was <b>Self Service Carolina</b> used?	
How was <b>My USC Experience</b> used?	
Was the <b>conversation</b> during the appointment advisor led? Student led? Or 50/50?	

What <b>questions</b> did the student ask the advisor? How did they respond?	
Did the advisor make any <b>referrals</b> ? Why?	
Did the advisor clearly state relevant <b>deadlines</b> to the student? Such as their registration date/time?	
Was the <b>student prepared</b> for the appointment? Why or why not? How did this impact the appointment?	
Was the <b>student an active participant</b> throughout the advising session?	
What <b>action steps</b> were given to the student?	
What does the advisor need/plan to do as <b>follow-up</b> for the student?	
Additional / Miscellaneous Observations	
Questions to ask advisor during reflection	