







HELPFUL HINTS FOR ADVISORS



My advisee has mentioned a desire to study abroad...What should I do?

-  Identify the best term for your advisee to spend overseas. If possible add this suggestion to academic plan road maps and/or curriculum checksheets. Let your advisee know if there is more than one appropriate term to study abroad.
-  Contact the Study Abroad Office to find out if there are programs particularly well suited for students in your degree program.
-  Tell your advisee to check the Study Abroad Office website for deadlines and other information, <http://asu.edu/global> (then click on "Study Abroad Office").
-  Suggest that your advisee attend a Study Abroad 101 session held each Tuesday, Wednesday and Friday at 3:30 PM in the Study Abroad Office (Tempe Center, Suite 150).



My advisee is applying to a study abroad program....What am I responsible for?

-  Engage in an initial discussion of the study abroad program in question. Why has your advisee chosen this program? What degree requirements might this program help him/her to fulfill?
-  For Exchange, Partnership and Internship programs you are responsible for reviewing the blue Academic Advising form with the student. You can suggest which courses are appropriate and let your advisee know if there are any that he/she is not allowed to take overseas.

My advisee is currently overseas....What might he or she need?

-  Your advisee may make changes to his/her schedule after arriving at the host university and may ask for your advice on the changes. Remember to refer your advisees to their Study Abroad Program Coordinator, who can then work with the student to establish an official course equivalency.
-  Your advisee may need your assistance in registering for the upcoming semester.

My advisee has returned from a study abroad program....Now what?

-  It may take some time for your advisee's grades to post. If your advisee's grades have not posted after a significant amount of time has passed, preventing you from effectively advising the student, you or your advisee should contact a Study Abroad Program Coordinator.
-  Encourage your advisee to visit Career Services for tips on updating a resume to reflect the skills learned though the unique experience of study abroad.