



Advisory FAQs and Rubrics

Albuquerque Public Schools, New Mexico

Topic Helping Students Navigate the Path to College

Description Albuquerque Public Schools begins student advisories in sixth grade. The FAQ document addresses common questions about this advisory system, including the structure, the responsibilities of advisors, how the advisories relate to student-led conferences, and the benefit to both students and their families. In addition, it addresses concerns advisors are likely to have related to the added responsibility and workload that the advisories present. The document includes several references to the district’s internal web platform where pertinent information is made accessible to staff, students, and parents.

The rubrics included here provide a guide for both middle and high school advisory curricula, with the title of each weekly advisory lesson, what students need to review and bring to be, and the handouts they will receive. Advisory topics include planning for high-stakes tests, time management skills, college and career planning, and preparing for the districtwide student-led conferences (SLCs) held once per semester.

School staff can use the FAQ and rubrics to support their efforts to provide support for students’ academic and social-emotional success in high school and postsecondary endeavors. If it’s not feasible to set up a formal advisory program, consider alternate ways to cover the topics addressed in the rubrics.

To learn more about the student advisories in Albuquerque Public Schools, you can listen to the audio interview, *Student Advisories: Taking Ownership*.

Student Led Conferences and Advisory

Purpose:

“To facilitate and institutionalize a college going culture in APS where every student has access to an academic advisor who helps monitor their advisee’s academic progress and provides an opportunity for each student to make the connection between their current performance and future college and career goals.”

“More and more educational research from organizations such as the Small Schools Project, the Coalition of Essential Schools, and the Carnegie Council on Adolescent Development shows that when students, especially those identified as high risk, are known on a personal basis by at least one caring adult, they achieve a higher level of academic success and personal growth in school. The goal for schools is to try to create “a small school within a school.” With districts facing increasing enrollment and lack of funding, taking on the task of creating a small school is a challenge. However, one method that has proven successful in many school districts is the creation of an advisory program.

Homeroom, access, seminar, and mentor are all names that schools have given this advisory concept. As a general definition, the advisory is a structured part of the middle/high school’s schedule where small groups of students meet for a specified purpose (e.g., academic, social, emotional) under the ongoing guidance of an adult staff mentor and through which there is some amount of parent communication. Numerous studies have noted improved relationships between students and teachers, lower dropout rates, an increased sense of belonging, better communication within the school community, and even a reduced incidence of alcohol and tobacco use in schools that have a well-organized advisory program. The purpose of an advisory varies from school to school based on a school’s particular needs, goals, and mission, but for most schools, an advisory is an ideal place for academic guidance and support, especially in a school with a college focus.”

College Ed, *Creating a College Going Culture*, College Board (2006)

Student Led Conferences and Advisory

Frequently Asked Questions

What are student-led conferences?

Parent conferences led by students instead of teachers. With your help, students prepare for the conferences and lead the discussion about their academic progress and their future goals.

Why should we have them?

Students take an active role in determining their academic strengths and challenges and connecting these skills to those needed in the work force. Conference preparation allows students to see both the relevance of their education and the need to make good educational plans.

How are student led conferences and advisory connected?

The advisory lessons have been designed to help students understand and make the connection between their current academic performance and future goals. Student led conferences become the vehicle through which the student begins to articulate his/her goals and aspirations to parents, peers and staff.

How do they help students?

Students learn to connect their educational goals with their future plans in school and beyond. Student-led conferences empower students by giving them real-life skills in preparing for and giving a presentation that includes linking their current academic progress to post-secondary goals.

How do they benefit families?

Previously parents came to conferences to get the news from the teacher, which was often stressful for both teacher and parent. Student-led conferences provide a more personalized setting. Parents are able to see their student's progress from their child's perspective and engage in meaningful conversation with their child and advisory about future goals and aspirations.

What is my responsibility?

You give students the opportunity to have the attention of one adult at school – yourself – and you can help support and guide students in meeting their life goals and dreams. Conducting lessons in this program with your assigned students allows you to fully prepare students to capture their academic progress, set goals and communicate this to their parents.

Who are the students I will work with?

Each advisor will be assigned no more than 25 students to meet with throughout the year.

When are the conferences held?

Student-led conferences are held twice a year, once in the fall and again in the spring.

Where do I go if I need help?

Talk to your principal if you have questions about student led conferences and/or advisory at your school.

Where can I go to find all the materials?

All the materials for student led conferences and advisory are on Blackboard. **DO NOT LOG INTO BLACKBOARD.** Simply go to <http://aps.blackboard.com>. On the right hand top corner is a list of "List of Departments." Choose the top department titled "APS Student-Led Conferences and Advisory."

Who do I contact if I have input on how student led conferences/advisory are working?

APS and ATF have formed a joint advisory task force that will be meeting throughout the school year. Email either Freida Trujillo at trujillo_f@aps.edu or Pat Halama at halama@aps.edu. They are responsible for collecting input and taking it back to the task force.

Student Led Conferences and Advisory

Concerns that we have heard...

“The advisory will detract from academics.”

Schools with an advisory typically see an increase in the academic success of their students. Research has shown that if students feel connected to the school, and specifically to an adult at the school, they have more pride and perform at a higher level.

“Teachers should just be teachers.”

Ideally, all staff will want to be advisors in order to see their students not just as students but as whole people. With the focus on college and career readiness as well as academic preparedness, our advisors can use their advisory time to do exactly that, teach.

“I’m not trained to be a counselor.”

Educators deal with emotional students on a daily basis, and typically deal with counseling-related issues by listening and then referring students to a more qualified resource such as the school counselor. If at any time you are uncomfortable with the topics brought up in advisory, please consult with a school counselor at your school - especially regarding credit/transcript questions. Remember, an advisor’s role is a unique one—it does not replace a teacher’s, or an administrator’s, or a counselor’s.

“It sounds touchy-feely; I hate that stuff.”

Our advisories are focused on helping students to graduate college and career ready. Not all advisors approach their jobs the same way, much like teachers, but every advisor will have a curriculum to follow and the students will be given their advisory handbook which has all the handouts that accompany the advisory lessons throughout the year.

“I don’t need this extra work on top of everything else.”

The APS Advisory and Student Led Conference team has worked with APS Leadership and the union to design a program that is flexible to meet the needs of each school yet structured enough to provide advisory lesson content and a curriculum design that can be adapted to best fit your school and student needs. Many schools across the country with an advisory program have seen problems such as tardiness, dropouts, attendance issues, and disrespectful behavior, which typically give a school’s staff extra work, decrease because of the higher morale that an advisory brings.

“Won’t this informal venue undermine my authority?”

Teachers still have authority, just in a different role, and they can manage their advisory with whatever style works for them. Some will enjoy this informal aspect to the day, while others may keep their advisory very formal. Both are acceptable as long as the content and purpose of your design are being adhered to. The advisory also can create a new relationship between staff and students that is based on respect for both parties.

“Isn’t this the parent’s job?”

Not all parents are knowledgeable on all subjects; it is the teachers’ job to pass on knowledge in their expertise areas. The more support students get from different mentors, the better off they will be.

“This decreases instructional time.”

We are aware of the mixed messages and the increased pressure on tested subject area teachers. The APS Board and Leadership Team have made student led conferences and advisory a priority and although we acknowledge your concerns, research has shown that advisory does benefit students in many areas including test performance. APS is confident that as we establish this as part of our school culture the benefits will be evident.

FALL, 2011 MIDDLE SCHOOL STUDENT HANDOUTS RUBRIC

MONTH	Lesson#	LESSON TITLE	6 th GRADE STUDENT HANDOUTS	7 th GRADE STUDENT HANDOUTS	8 th GRADE STUDENT HANDOUTS
August					
	1	Getting Acquainted (or re-acquainted if you are looping)	<ul style="list-style-type: none"> • 6th Grade Student Advisory Handbook • Letter • Advisory Student Information • Advisory Guidelines for Discussions • Portfolio Checklist <p>Students need to bring folder or binder for portfolio content.</p> <p>Additional Materials for Advisors on Blackboard:</p> <ul style="list-style-type: none"> • Getting to Know You Activities 	<ul style="list-style-type: none"> • 7th Grade Student Advisory Handbook • Letter • Advisory Student Information • Advisory Guidelines for Discussions • Portfolio Checklist <p>Students need to bring folder or binder for portfolio content.</p> <p>Additional Materials for Advisors on Blackboard:</p> <ul style="list-style-type: none"> • Getting to Know You Activities 	<ul style="list-style-type: none"> • 8th Grade Student Advisory Handbook • Letter • Advisory Student Information • Advisory Guidelines for Discussions • Portfolio Checklist <p>Students need to bring folder or binder for portfolio content.</p> <p>Additional Materials for Advisors on Blackboard:</p> <ul style="list-style-type: none"> • Getting to Know You Activities
September					
	2	6 th – Adjusting to Middle School 7 th /8 th - Success in Current Grade	<ul style="list-style-type: none"> • Tips for Academic Success • 7 Reasons Why Kids Should Read <p>Up –to-date school list of extra-curricular programs, activities and resources – tutoring and homework assistance. (from School Advisory Team)</p>	<ul style="list-style-type: none"> • Tips for Academic Success • Interests/Strengths <p>Up-to-date school list of extra-curricular programs, activities and resources- tutoring and homework assistance. (from School Advisory Team)</p>	<ul style="list-style-type: none"> • Tips for Academic Success • Attitude Quotient Survey <p>Up-to-date school list of extra-curricular programs, activities and resources – tutoring and homework assistance. (from School Advisory Team)</p>
	3	Setting Goals	<ul style="list-style-type: none"> • Goal Setting Parts 1 & 2 • 6th Grade Annual Goals Worksheet • Developing SMART Goals 	<ul style="list-style-type: none"> • Goal Setting Parts1 & 2 • 7th Grade Annual Goals Worksheet • Developing SMART Goals 	<ul style="list-style-type: none"> • Goal Setting Parts1 & 2 • 8th Grade Annual Goals Worksheet • Developing SMART Goals • Decision Making Process Worksheet
	4	Citizenship	<ul style="list-style-type: none"> • Harnessing Your Power to Stop Bullying • Citizenship Goal Worksheet 	<ul style="list-style-type: none"> • Harnessing Your Power to Stop Bullying • Citizenship Goal Worksheet 	<ul style="list-style-type: none"> • Harnessing Your Power to Stop Bullying • Citizenship Goal
Fall DBA Testing Window 9/26 -10/10; Data Entry until 10/14	5	6 ^m - Preparing for SLCs 7 th /8 th - How School Connects to the Real World	<ul style="list-style-type: none"> • Planning Your Student-Led Conference • How Should You Organize Your Student-Led Conference? • Fall Student-Led Conference Notes • Fall Conference Evaluation Rubric 	<ul style="list-style-type: none"> • Employability Skills • When Will I Ever Use This Again 	<ul style="list-style-type: none"> • Teamwork Skills • Letter to Self/Plan for Improvement

FALL, 2011 MIDDLE SCHOOL STUDENT HANDOUTS RUBRIC

October					
	6	Improving Academically	Grades and Assessment Results (from School Advisory Team) <ul style="list-style-type: none"> • Learning Styles Inventory • Learning Tips for Learning Styles • 6th Grade Fall Academic Inventory • 6th Grade Snapshot of Success (SOS) • Academic Goal Worksheet 	Grades and Assessment Results (from School Advisory Team) <ul style="list-style-type: none"> • What Kind of Smart Are You? • 7th Grade Fall Academic Inventory • 7th Grade Fall Snapshot of Success • Academic Goal Worksheet 	Grades and Assessment Results (from School Advisory Team) <ul style="list-style-type: none"> • 8th Grade Fall Academic Inventory • 8th Grade Fall Snapshot of Success • Four Steps to Learning • Academic Goal Worksheet
	7	Preparing for the Fall Student-Led Conferences (SLCs)	<ul style="list-style-type: none"> • Organized Portfolio Additional Materials for Advisors on Blackboard: <ul style="list-style-type: none"> • Family Invitation Letter • Parent/Guardian Conference Request 	<ul style="list-style-type: none"> • Planning Your Student-Led Conference • How Should You Organize Your Fall Student-Led Conference • Fall Conference Evaluation Rubric • Organized Portfolio Additional Materials for Advisors on Blackboard: <ul style="list-style-type: none"> • Family Invitation Letter • Parent/Guardian Conference Request 	<ul style="list-style-type: none"> • Planning Your Student-Led Conference • How Should You Organize Your Fall Student-Led Conference • Fall Conference Evaluation Rubric • Organized Portfolio Additional Materials for Advisors on Blackboard: <ul style="list-style-type: none"> • Family Invitation Letter • Parent/Guardian Conference Request
Student-Led Conferences		Middle School Student-Led Conference Window November 9-11, 2011			
November					
	8	Exploring Careers	<ul style="list-style-type: none"> • School-to-Career Career Interest Survey • Career Goal Worksheet • Career Goal for 6th Grade 	<ul style="list-style-type: none"> • Career Cluster Interest Survey • Career Goal Worksheet 	<ul style="list-style-type: none"> • Assessing Your Interests Survey • Career Goal Worksheet Need School to World Flyer (from School Advisory Team)
	9	Citizenship	<ul style="list-style-type: none"> • Resume Information • Resume Draft 	<ul style="list-style-type: none"> • Service Worksheet • Resume Information • Resume for Your Dream Job 	<ul style="list-style-type: none"> • Service Worksheet • Resume Information • Resume Draft
December – No lessons					

FALL, 2011 HIGH SCHOOL STUDENT HANDOUTS RUBRIC

APS FALL ADVISORY BY MONTH	LESSON	LESSON SUBJECT	9 TH GRADE STUDENT HANDOUTS	10 TH GRADE STUDENT HANDOUTS	11 TH GRADE STUDENT HANDOUTS	12 TH GRADE STUDENT HANDOUTS
August						
	1	Getting Acquainted & Portfolios	<ul style="list-style-type: none"> • 9th Grade Student Advisory Handbook • Advisory Student Information • Advisory Guidelines for Discussion • Creating Your 9th Grade Portfolio • 9th Grade Portfolio Checklist • 1 ½" Binder (Student brings it) <p>Additional Materials for Advisors on Blackboard:</p> <ul style="list-style-type: none"> • Getting to Know You Activities 	<ul style="list-style-type: none"> • 10th Grade Student Advisory Handbook • Advisory Student Information • Advisory Guidelines for Discussion • Creating Your 10th Grade Portfolio • 10th Grade Portfolio Checklist • 1 ½" Binder (Student brings it) <p>Additional Materials for Advisors on Blackboard:</p> <ul style="list-style-type: none"> • Getting to Know You Activities 	<ul style="list-style-type: none"> • 11th Grade Student Advisory Handbook • Advisory Student Information • Advisory Guidelines for Discussion • 11th Grade Portfolio • 11th Grade Portfolio Checklist • 1 ½" Binder (Student brings it) <p>Additional Materials for Advisors on Blackboard:</p> <ul style="list-style-type: none"> • Getting to Know You Activities 	<ul style="list-style-type: none"> • 12th Grade Student Advisory Handbook • To Do List for August. • Portfolio & Advisory Binder • Student-Led Conference Portfolio Checklist • 1 ½" Binder (Student brings it) <p>Additional Materials for Advisors on Blackboard:</p> <ul style="list-style-type: none"> • Getting to Know You Activities
September						
	2	Academic Success (9 th – 11 th Grade)	<ul style="list-style-type: none"> • Tips for School Success • 9th Grade Success Checklist • Time Management Tips • List of school and community resources for homework, test taking and tutoring help (From School Advisory Team) 	<ul style="list-style-type: none"> • Study for Academic Success • 10th Grade Success Checklist • 10th Grade Testing Information • What Are Your Test Taking Skills? • List of school and community resources for homework, test taking and tutoring help (From School Advisory Team) 	<ul style="list-style-type: none"> • 11th Grade Success Checklist • Standardized Test Information • SAT vs. ACT: What Do I need To Know • List of school and community resources for homework, test taking and tutoring help (From School Advisory Team) 	<ul style="list-style-type: none"> • To Do List for September • Standardized Test Information • ACT vs. SAT: What Do I Need to Know? • List of school and community resources for homework, test taking and tutoring help (From School Advisory Team) • Options for Making Up Credits (From School Advisory Team)
	3	Goal Setting &	<ul style="list-style-type: none"> • Setting SMART Goals 	<ul style="list-style-type: none"> • S.M.A.R.T. Goals Review 	<ul style="list-style-type: none"> • School list of extra- 	<ul style="list-style-type: none"> • Personal Statement

APS High School Student Handouts Rubric – Fall, 2011

		Citizenship (9 th – 11 th Grade) Preparing for Life After High School (12 th Grade)	<ul style="list-style-type: none"> • School list of extra-curricular activities (From School Advisory Team) • 9th Grade Citizenship Goal Worksheet 	<ul style="list-style-type: none"> • School list of extra-curricular activities (From School Advisory Team) • 10th Grade Citizenship Goal Worksheet 	<ul style="list-style-type: none"> • curricular activities (From School Advisory Team) • 11th Grade Citizenship Goal Worksheet 	<ul style="list-style-type: none"> • Worksheet • Service Worksheet • School list of extra-curricular activities (From School Advisory Team) • Citizenship Goal Worksheet
October						
	4	Improving Academically	<ul style="list-style-type: none"> • Grades and Assessments (From School Advisory Team) • 9th Grade Fall Academic Inventory • Up-to-date list of school & community homework help and tutoring (From School Advisory Team) • 9th Grade Academic Goal Worksheet 	<ul style="list-style-type: none"> • Grades and Assessments (From School Advisory Team) • 10th Grade Fall Academic Inventory • Review of Lesson 2 Handouts • Up-to-date list of school & community homework help and tutoring (From School Advisory Team) • 10th Grade Academic Goal 	<ul style="list-style-type: none"> • Grades and Assessments (From School Advisory Team) • 11th Grade Fall Academic Inventory • Advanced Placement Overview • Up-to-date list of school & community homework help and tutoring (From School Advisory Team) • 11th Grade Academic Goal 	<ul style="list-style-type: none"> • Grades and Assessments (From School Advisory Team) • To Do List for October • Fall Academic Inventory • Up-to-date list of school & community homework help and tutoring (From School Advisory Team) • Academic Goal • What To Do About Senioritis • Time Management Tips
	5	Preparing for Fall Student-Led Conferences	<ul style="list-style-type: none"> • Planning Your Student-Led Conferences • How Should You Organize Your Student-Led Conference? • Fall Student-Led Conference Notes • Portfolio (1 ½" Binder + 9th Grade Student Advisory Handbook) • Fall Student-Led Conference Self-Evaluation (Part A) <p>Additional Materials for</p>	<ul style="list-style-type: none"> • Planning Your Student-led Conferences • How Should You Organize Your Student-Led Conference? • Fall Student-Led Conference Notes • Portfolio (1 ½" Binder + 9th Grade Student Advisory Handbook) • Fall Student-Led Conference Self-Evaluation (Part A) <p>Additional Materials for</p>	<ul style="list-style-type: none"> • Planning Your Student-led Conferences • How Should You Organize Your Student-Led Conference? • Fall Student-Led Conference Notes • Portfolio (1 ½" Binder + 9th Grade Student Advisory Handbook) • Fall Student-Led Conference Self-Evaluation (Part A) <p>Additional Materials for</p>	<ul style="list-style-type: none"> • Planning Your Student-led Conferences • How Should You Organize Your Student-Led Conference? • Fall Student-Led Conference Notes • Portfolio (1 ½" Binder + 9th Grade Student Advisory Handbook) • Fall Student-Led Conference Self-Evaluation <p>Additional Materials for Advisors in Lessons:</p>

APS High School Student Handouts Rubric – Fall, 2011

			Advisors in Lessons: <ul style="list-style-type: none"> • Advisor's Evaluation of Student's Fall Student-Led Conference • Family Invitation Letter • Parent/Guardian Conference Request 	Advisors in Lessons: <ul style="list-style-type: none"> • Advisor's Evaluation of Student's Fall Student-Led Conference • Family Invitation Letter • Parent/Guardian Conference Request 	Advisors in Lessons: <ul style="list-style-type: none"> • Advisor's Evaluation of Student's Fall Student-Led Conference • Family Invitation Letter • Parent/Guardian Conference Request 	<ul style="list-style-type: none"> • Advisor's Evaluation of Student's Fall Student-Led Conference • Family Invitation Letter • Parent/Guardian Conference Request
SLCs						
November						
	6	Exploring Careers (9 th – 11 th Grades) Preparing for Life After High School (12 th Grade)	<ul style="list-style-type: none"> • Fall Student-Led Conference Self-Evaluation (Part B) • What Interests You? (RAISEC) • 9TH Grade Career Goal Worksheet 	<ul style="list-style-type: none"> • Fall Student-Led Conference Self-Evaluation (Part B) • Career Cluster's Interest Survey • 16 Career Clusters • 10th Grade Career Goal Worksheet 	<ul style="list-style-type: none"> • Fall Student-Led Conference Self-Evaluation (Part B) • Career Values Inventory • Post Secondary Milestones • 11th Grade Career Goal Worksheet 	<ul style="list-style-type: none"> • Fall Student-Led Conference Self-Assessment • To Do List for November • Why Go to College? • What if College is Not Right For Me? • Is Community College For You? • ROTC FAQs
	7	Improving Academically (9 th – 11 th Grades) Preparing for Life After High School (12 th Grade)	<ul style="list-style-type: none"> • Blockades To Academic Success • Test-Taking Anxiety – What is it? 	<ul style="list-style-type: none"> • Your Learning Style Leads You To Success; Learning Style Review • Study Methods and Careers For Your Learning Style • Learning Style Activity 	<ul style="list-style-type: none"> • Preparing to Learn/Study • Which Study Methods is Right For You? 	<ul style="list-style-type: none"> • Post-secondary Worksheet • The Ideal College • Career Goal Worksheet • College Research Worksheet
	8	Planning for Life After High School	<ul style="list-style-type: none"> • Career Family Tree Worksheet • Post-Secondary Educational Options 	<ul style="list-style-type: none"> • Post-Secondary Options Detailed • Top 50 Fastest Growing Occupations • How Far Will Your Money Go? Activity 	<ul style="list-style-type: none"> • Post-Secondary Options Detailed • Why Go To College? • Understanding The College Admission Factors • Post-Secondary Worksheet 	<ul style="list-style-type: none"> • Goal Review Worksheet • <u>Writing Assignment</u> • To Do List For December
December						
No lessons						