

**The Greenwood Educators'
Reference Collection**

HANDBOOK OF ACADEMIC ADVISING

Virginia N. Gordon

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Handbook of Academic Advising Virginia N. Gordon,1992-08-24 The increase in diverse student populations and the growing complexity of higher education have made academic advising a critical component of student success This comprehensive professional reference overviews academic advising as a function and a process Practitioners will find much valuable information on the intricacies of student advising and administrators will find a thorough treatment of the functions necessary for the effective delivery of this important service The handbook gives special attention to the needs of particular student populations and offers considerable coverage of academic advising as a profession The book begins with a thoughtful glance at the history and development of advising It then turns to some of the significant administrative matters related to the successful delivery of this service The following chapter considers the essential skills and materials needed by academic advisers of all types Because of the importance of college as preparation for a vocation a chapter explores the link between career counseling and other forms of advising A lengthy discussion of the needs of disabled students adult students and other special populations follows along with a look at the needs of specific racial and ethnic groups The closing chapters treat important professional issues including evaluation and professional development Counselors administrators and all those involved in the academic advisory process will find this book a much needed reference tool *Handbook of Academic*

Advising Virginia N. Gordon,1992-08-24 The increase in diverse student populations and the growing complexity of higher education have made academic advising a critical component of student success This comprehensive professional reference overviews academic advising as a function and a process Practitioners will find much valuable information on the intricacies of student advising and administrators will find a thorough treatment of the functions necessary for the effective delivery of this important service The handbook gives special attention to the needs of particular student populations and offers considerable coverage of academic advising as a profession The book begins with a thoughtful glance at the history and development of advising It then turns to some of the significant administrative matters related to the successful delivery of this service The following chapter considers the essential skills and materials needed by academic advisers of all types Because of the importance of college as preparation for a vocation a chapter explores the link between career counseling and other forms of advising A lengthy discussion of the needs of disabled students adult students and other special populations follows along with a look at the needs of specific racial and ethnic groups The closing chapters treat important professional issues including evaluation and professional development Counselors administrators and all those involved in the academic advisory process will find this book a much needed reference tool **Handbook for the College Admissions Profession**

Stanley E. Henderson,Claire C. Swann,1998-04-23 Through expert essays this handbook covers all aspects of the admissions process from a historical overview to a guide to future trends Both new and experienced admissions officers and educational administrators will find here essential tools for successfully recruiting and enrolling a desirable mix of students for their

institutions This handbook has been prepared by the foremost leaders in the college admissions profession under the auspices of the American Association of Registrars and Admissions Officers Topics include the dilemma of quantity versus quality in admissions recruiting understanding enrollment management marketing strategies the role of technology and student body diversity including international students Working with Lesbian, Gay, Bisexual, and Transgender College Students Ronni L. Sanlo, 1998-05-21 This handbook is intended for faculty and administrators who wish to create a welcoming and safe environment for all lesbian gay bisexual and transgender students on our campuses It will help readers even those who may struggle personally with understanding non heterosexual identities gain a clearer understanding of the important issues facing these students While some students arrive on campus with full clarity about their sexual identities others may just be discovering their orientations while in our institutions It is difficult to provide the attention LGBT students need if we do not understand the crises affecting them or how to address them Each chapter analyzes specific issues affecting these students and offers recommendations or suggestions for change Some of the areas discussed include identity development theories residence halls career planning health and counseling centers HIV AIDS and student leadership and organizational development Non heterosexual faculty and staff may also find this work useful as they attempt to discover themselves in academic and educational literature Lesbian gay bisexual and transgender students are on our campuses They are either discovering their orientations while in our institutions or arriving with full clarity about their sexual identities It is difficult to provide the attention these students need if we do not understand the issues or how to address them This handbook is a guide to providing services to lesbian gay bisexual and transgender students It is for all faculty and administrators especially those who may struggle personally with understanding non heterosexual identities who wish to create a safe and welcoming environment for all students Non heterosexual faculty and staff may also find this work useful as they attempt to discover themselves in academic and educational literature Each section presents an area in which questions usually arise Chapters within the sections dissect specific issues and where appropriate offer recommendations for change Some of those areas include identity development theories residence halls career planning health and counseling centers HIV AIDS students with disabilities same sex dating and domestic violence athletics fraternities student leadership speakers bureaus and safe zone programs commuter schools and church related institutions and Internet resources *Student Records Management* M. Therese Ruzicka, Henrienne K. Wakefield, Beth L. Weckmueller, 1997-12-09 Covering a wide range of issues pertaining to student records management this book will be of interest to both novices and seasoned professionals who work in a variety of offices at colleges and universities Admissions Records and Registration Enrollment Services Financial Aid Veteran Affairs International Students programs Athletics and Information Systems Chapters written by experts for the forward thinking higher education administrator cover ethical practice confidentiality of student information including in an electronic record keeping environment compliance with the Americans with Disabilities Act certification of

eligibility for veterans benefits unleashing human potential in the workplace training in an automated systems environment certification of academic eligibility for athletics participation disaster preparedness and recovery interpreting foreign academic credentials and the impact and use of technology in the management of records and provision of services to students **Resources in Education** ,2001-04 **Multiculturalism in the College Curriculum** Marilyn

Lutzker,1995-03-18 Emphasizing that diversity in the curriculum is as much about a way of thinking as it is about specific information Lutzker presents a compendium of innovative and practical classroom strategies and widely available information resources which will enable faculty to increase the multicultural content of their courses without necessarily making major changes in their accustomed methods of teaching This is a handbook for college faculty in all disciplines who would like to increase the multicultural content of their courses but have been reluctant to do so for a variety of reasons including an already overloaded syllabus a lack of background in the subject uncertainty about student reactions or lack of time to make substantial changes in an existing syllabus Administrators anxious to increase diversity in the curriculum of their institutions but unable to fund large scale curriculum revision projects will also find this volume useful Part I is concerned with classroom strategies and with student research projects Starting with discussions of objectives and priorities the underlying role of critical thinking and the importance of language sensitivity the book then describes specific classroom strategies useful for increasing diversity The subsequent chapters are devoted to discussions of general guidelines for developing student projects with a multicultural perspective innovative alternatives to the traditional term paper and suggestions for multicultural student projects which do not require library research Part I concludes with a discussion of possible student reactions to increased multiculturalism and suggested approaches to those reactions Part II is concerned with information resources which will be useful to instructors and to students Fully annotated lists are provided in a variety of areas including widely available primary sources specialized biographical directories sources for sample syllabi in all disciplines guides to ethnic and foreign press to films and videos and to electronic resources Part II concludes with a discussion designed to increase efficiency in using the library catalog to locate information in multicultural subject areas Appendices provide sample research worksheets a list of small publishers and distributors of multicultural books and an annotated bibliography *Bulletin of Bibliography* ,1997 **Handbook of Distance Education** Michael Grahame

Moore,William G. Anderson,2003-04-02 The second edition of this award winning book continues the mission of its predecessor to provide a comprehensive compendium of research in all aspects of distance education arguably the most significant development in education over the past quarter century While the book deals with education that uses technology the focus is on teaching and learning and how its management can be facilitated through technology This volume will be of interest to anyone engaged in distance education at either the K 12 or college level It is also appropriate for corporate and government trainers and for administrators and policy makers in all these environments *Collegiality and Service for*

Tenure and Beyond Franklin H. Silverman, 2003-11-30 This book candidly provides assistant professors and graduate students contemplating a career in academia with practical information that will facilitate their meeting collegiality and service expectations for promotion and tenure The focus is on meeting departmental and institutional expectations for collegiality and service While a superior record for collegiality and service are unlikely to compensate for a weak teaching or publishing record an inadequate record for one or both of these can result in denial of tenure and promotion Following the recommendations in this book can substantially increase the likelihood of meeting collegiality and service expectations

Strategic Directions for Career Services Within the University Setting Kelli K. Smith, 2014-12-22 Filled with strategic directions practical advice and best practices this volume delivers an overview of emerging trends for the career services profession Hot topics include a blend of research case studies and personal experiences that are intended to stimulate a productive dialogue about career services how career services professionals should be leaders in creating university wide innovative career programs and systems discussions of assessment collaboration with academic advising external relations and internationalization This is the 148th volume of this Jossey Bass higher education quarterly series An indispensable resource for vice presidents of student affairs deans of students student counselors and other student services professionals *New Directions for Student Services* offers guidelines and programs for aiding students in their total development emotional social physical and intellectual *Forthcoming Books* Rose Arny, 2002 **Handbook of College Teaching** Keith Prichard, R McLaren Sawyer, 1994-10-26 Colleges are becoming increasingly concerned with the quality of undergraduate instruction and faculty are devoting more attention to improving their teaching skills This volume will help college faculty improve their performance in the classroom The book contains useful theoretical information on the learning styles of college students and it presents practical information on how to teach courses in particular disciplines The chapter authors are widely recognized as master teachers The information at the beginning of the book summarizes and evaluates current research in cognitive psychology and student learning styles The bulk of the volume then provides practical information on college teaching A set of chapters stresses the advantages of different instructional methods while other chapters are devoted to teaching particular disciplines in the arts and sciences The book also presents information on related issues such as working with at risk students classroom management textbook selection and grading This professional reference will be an indispensable tool for college professors in all disciplines *American Reference Books Annual* Juneal M. Chenoweth, 1995-04-15 With more than 1600 descriptive and evaluative entries ARBA continues its 26 year tradition as a comprehensive review source for reference works published or distributed in the US ARBA 95 encompasses the subject spectrum covering such broad areas as general reference history education economics and business and science and technology Of special note in this edition is increased coverage of CD ROM products More than 350 reviewers provide reviews that cover strengths and weaknesses of the reference works **The Handbook of Career Advising** Kenneth F.

Hughey, Dorothy Nelson, Joanne K. Damminger, Betsy McCalla-Wriggins, 2012-06-07 The Handbook of Career Advising The Handbook of Career Advising not only provides a general introduction to this important academic advising function but offers many practical applications that can help students make realistic and timely career decisions As students face an ever changing and complex workplace helping them integrate their academic and career decisions has never been more important This book is an excellent resource for advisors it helps them become more cognizant of the critical role they play and will facilitate the development of the knowledge and competencies required to perform this important advising task Virginia Gordon associate professor emeritus The Ohio State University This book provides a wealth of information for anyone whose work involves helping students discover how intentional choices in curricular and cocurricular educational experiences can prepare them for tomorrow s workplace The theoretical foundations information and resources frameworks for practice and recommendations for the future included in this book will guide academic advisors as they positively influence students lives by helping them systematically and enthusiastically approach their career development Mary Stuart Hunter assistant vice provost National Resource Center for The First Year Experience and Students in Transition University of South Carolina The Handbook of Career Advising provides excellent information resources and examples of how academic advisors can become more knowledgeable and comfortable in providing career advising Here authors address critical issues such as diversity working with specific student groups and working with undecided or exploratory students This book provides examples that illustrate how career and academic advising are significant parts of the teaching and learning process that support student success on our campuses Casey Self executive director Academic Advising University College Arizona State University and 2009 NACADA president **Stonewall's Legacy** Susan B. Marine, 2011-10-18 Contemporary American colleges are increasingly queer places where significant steps toward inclusion of BGLT students have been made Tracing the journey of BGLT students emergence which parallels the modern gay rights movement in America this monograph provides an overview of data and theory derived from studying BGLT students and student movements in higher education Offering context for the ways that previously marginalized students in higher education survive and thrive this issue Tells the story of their growing visibility on campus Summarizes collective knowledge to date about BGLT identity development Takes stock of transgender students distinctive position and experiences in higher education Assesses the role of the BGLT campus resource center in supporting students and advancing equity This issue develops a picture of the ways that BGLT community activism informs scholarship and vice versa In the telling of the movement s stories these lessons suggest a practice of collaborative transformation for advancing the future of BGLT equality in higher education This is Volume 37 Issue 4 of the Jossey Bass publication ASHE Higher Education Report Each monograph is the definitive analysis of a tough higher education problem based on thorough research and institutional experiences Topics are identified by a national survey Noted practitioners and scholars are then commissioned to write the reports with experts providing critical reviews of each manuscript before

publication **Whitaker's Books in Print** ,1998 *Choice* ,1999 **College Counseling for Admissions Professionals** Nathan J. Daun-Barnett, Carl W. Behrend, Cory M. Bezek, 2013-10-30 College Counseling for Admissions Professionals is a much needed resource to guide college admissions professionals in helping students navigate the college choice process This research based book prepares college admissions professionals to not only be marketers of their institution but also disseminators of knowledge about the college choice process Arguing that the most effective retention tool for an institution is to provide prospective students with the best possible information to choose the right institution College Counseling for Admissions Professionals provides the full set of tools that every college admission professional needs today to ensure students applying to their institutions are making informed choices and will more likely achieve success while in college Coverage Includes The role of college access professionals including school counselors pre college outreach providers and independent consultants and how to effectively work with these groups The shifts in financial aid at the federal state and institutional levels and the implications of these trends for students and families ability and willingness to pay for college The abundance of college access tools on the Internet and those that are most useful for students and families This volume empowers admissions counselors with the knowledge insights best practices and resources to understand their role more broadly in order to better serve the needs of students providing a solid foundation upon which to build their professional admissions career **Handbook of Cooperative Learning Methods** Shlomo Sharan, 1994-02-17 This professional reference overviews cooperative learning and includes sections on generic methods of instruction the application of cooperative learning to particular disciplines and the implementation of programs in schools

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