

Guidelines on Documentation Preparation for the Selection of Outstanding

Advisors

I. Introduction

- [1] The Guidelines on Documentation Preparation for the Selection of Outstanding Advisors are drawn up pursuant to the Guidelines on Selection of Outstanding Advisors at I-Shou University to help the members of Selection Committees understand every candidate's performance as an advisor, his/her efforts towards innovation and achievements made, and his/her efforts towards self-improvement for student counseling and guidance.
- [2] All information provided is for reference only. Please provide as much as possible.
- [3] All information provided must be true, correct, concrete and specific.

II. Data to be Submitted

- [1] Advisees' feedback and comments on the counseling and guidance you offered over the past years
 - Ⓒ studies
 - Ⓒ life
 - Ⓒ other aspects
- [2] Counseling methodology and counseling achievements (at least 300 words for either item)
 - Ⓒ counseling techniques
 - Ⓒ classroom management skills and achievements
- [3] Efforts towards and feedback on counseling competency improvement (at least 300 words for either item)
 - Ⓒ taking part in workshops/seminars on student counseling and guidance
 - Ⓒ taking part in relevant training programs (within or outside the University)
 - Ⓒ taking part in teacher development groups for student counseling and guidance or hosting mutual-support learning groups for student counseling and guidance
 - Ⓒ any other methods for improving personal counseling competency
- [4] Student counseling and guidance service (Download relevant data from the Information System, and print them out to demonstrate your performance on student counseling and guidance in a systematic and comprehensive fashion)
 - Ⓒ the statistics on student counseling and guidance within the most recent three years
 - Ⓒ one or two complete records of student counseling and guidance (Please download the data from the Information System, and **keep confidential** the names and student numbers of advisees involved or any other information that may verify their identity)
 - Ⓒ office hours (or the time spent on student counseling and guidance)
 - Ⓒ measures and/or methods for advisees who have received a mid-term warning
- [5] Innovation in student counseling & guidance and achievements thereof [It is recommended to provide a URL address(es)]
 - Ⓒ teaching materials for student counseling and guidance (including lesson plans of representative courses)

© media (software) used for student counseling and guidance (e.g. PowerPoint files, online resources, video tapes, VCDs, etc.)

© materials related to student counseling and guidance (handouts compiled by you)

[6] Others

© any honors related to student counseling and guidance (e.g. serving as a consultant on student counseling and guidance)

© any other achievements in student counseling and guidance not mentioned above