



CERTIFIED APPRECIATIVE ADVISER APPLICATION PACKET



OFFICE OF APPRECIATIVE
EDUCATION

College of Education
Florida Atlantic University

CERTIFIED APPRECIATIVE ADVISER

APPLICATION DIRECTIONS

Candidates to become a Certified Appreciative Adviser must submit a completed application packet to the Office of Appreciative Education at oe@fau.edu with all of the following materials:

1. Completed Applicant Information Sheet (see p. 3 for details)
2. 2-3 page (double-spaced with 1" margins) Personal Appreciative Advising Theory Statement. See p. 4 for additional instructions.
3. A letter of recommendation (typically one-page) from your supervisor detailing your approach to student success using the Appreciative Advising framework (see p. 5 for details).
4. From your observed advising session, three completed 3-page Appreciative Advising Skills Rubrics from—Each section of the rubric should include comments in clear typing or handwriting that provide specific examples or rationale for the rankings issued. The following should each have a complete 3-page rubric:
 - ◆ Self-Evaluation
 - ◆ Colleague or Student Evaluation
 - ◆ Supervisor Evaluation
5. Successful completion of the Appreciative Advising Online Course -OR- Appreciative Advising Institute. (Please include a copy of your completion certificate).
6. A current Resume/Curriculum Vitae
7. \$275 Application Fee

Please contact the Office of Appreciative Education at oe@fau.edu with any questions.

APPLICANT INFORMATION SHEET

Name:

Date:

Work Phone #:

Cell Phone #:

Primary E-mail:

Alternate E-mail:

EMPLOYMENT INFORMATION

Position Title:

Employer:

Dates of Employment:

PERSONAL APPRECIATIVE ADVISING THEORY STATEMENT

Your Personal Appreciative Advising Statement should be approximately 2-3 pages long (double-spaced with 1" margins).

Please answer the following questions in your statement:

1. How do you specifically and intentionally incorporate the phases of Appreciative Advising into your work? Please provide specific examples as evidence.
2. How does Appreciative Advising help you encourage student and/or team success?
3. Discuss a specific interaction with a student and/or team member where your knowledge of Appreciative Advising benefitted the interaction.

Please attach your Personal Appreciative Advising Theory Statement and include your name at the top of the statement.

SUPERVISOR RECOMMENDATION LETTER

Please ask your supervisor to submit a 1-2 page letter of recommendation on institutional letterhead. The letter of recommendation should include:

1. Verification of at least 1 year of successful professional experience in Academic Advising or other similar area. In some cases, relevant graduate assistantship positions may count in lieu of 1 year professional experience.
2. Evidence of candidate's positive contributions to the profession.
3. Evidence of candidate's positive student impact through the Appreciative Advising lens.
4. Evidence of candidate's use of Appreciative Advising behaviors and skills in their day-to-day professional role.

Please note that the supervisor will also need to submit a Completed Appreciative Advising Skills Rubric.

Supervisor Name:

Phone Number:

Institution:

E-mail:

Title:

Length of Relationship:

APPRECIATIVE ADVISING SKILLS RUBRICS

(THREE NEED TO BE COMPLETED)

Each candidate for certification must include **THREE** completed rubrics (each rubric is 3 pages long):

1. SELF-ASSESSMENT

- A. Please mark your self-assessed score and complete all comment boxes where you elaborate on your rating by sharing specifics about each category in the rubric.
- B. This self-evaluation will consist of an individual student advising session OR the collective body of work based off consistent interactions with students.
- C. To access a fillable Appreciative Advising Skills Rubric, please download it at www.fau.edu/oae/certified-adviser.

2. SUPERVISOR ASSESSMENT

Supervisor Name:

3. COLLEAGUE OR STUDENT ASSESSMENT

Name of Student or Colleague:

E-mail:

Position:

Institution:

Length of relationship with candidate:

For the Supervisor and Colleague/Student Rubrics, please ask them to complete the rubric after observing (or in the case of a student participating) you advising a student. Please encourage them to rate you on each item and to provide substantive comments about your performance in each of the areas.

FINAL SUBMISSION CHECKLIST

Please verify that your application is complete by checking each box below before submitting the completed packet to the Office of Appreciative Education at oea@fau.edu:

- ┌ Applicant Information Sheet
- ┌ Letter of Recommendation from Supervisor
- ┌ Personal Appreciative Advising Theory Statement
- ┌ From your observed advising session, three completed 3-page Appreciative Advising Skills Rubrics
 - 3-page Self-Assessment
 - 3-page Supervisor Assessment
 - 3-page Student/Peer/Colleague Assessment
- ┌ Copy of Completion Certificate (Appreciative Advising Online Course-OR- Appreciative Advising Institute)
 - Resume or Curriculum Vitae
 - Final Submission Checklist
 - \$275 Application Fee - pay online at: www.fau.edu/oea/certified-adviser

SIGNATURE

DATE: