**Advanced Certificate in Academic Advising Self- Tracker**

Use this form to track your progress toward completing the requirements for the Advanced Certificate in Academic Advising (ACAA). To be eligible for the certificate you must complete **6 core competency courses and the Capstone project.**

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|  | **Advisor’s Name:**  | **Date Completed** |
| **Core classes:** |
| **CORE (2 needed)** | ACAA: Next Level Communication for Advisors (formerly Intentional Communication for Advisors) |  |
| ACAA: Leadership in Academic Advising* *This course should be completed* ***last****.*
 |  |
| **ELECTIVE COURSES (2 needed)** | **Cross-College Advising classes:** |
| ACAA: Cross College AdvisingCourse Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ACAA: Cross College AdvisingCourse Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **ELECTIVE COURSES (2 needed)** | **ACAA Elective classes:** |
| ACAA ElectiveCourse Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| ACAA ElectiveCourse Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Capstone Project:** |
| **PROJECT** | ACAA: Capstone project\* (see back) |  |

\***Before** completing the capstone, you must submit your idea to the Certificate Committee for approval. You can submit your capstone proposal though this link: <https://ugeorgia.qualtrics.com/jfe/form/SV_2iu3ukmXeebyBhj>.

**Capstone Project**

In addition to the classes, completion of the Advanced Certificate in Academic Advising requires a capstone project. This project can be a presentation, resource, or publication that makes an original contribution to the UGA advising community. This project must synthesize the knowledge and skills learned via ACAA classes and be approved in advance by the Certificate in Academic Advising committee.

Capstone examples include:

* presenting at the fall or spring Academic Advising Workshop or an Advisor Lunch & Learn
* paper submitted to a NACADA publication, UGA Academic Advising publication, or an academic journal with a topic focus on academic advising
* developing and teaching a Learning & Development class for an advising certificate
* serving as a mentor for the [MAP Program](https://advising.uga.edu/For-Advisors/learning_and_development/map_program/)
	+ after you have completed your mentorship for the MAP program, you will be required to write a brief piece reflecting on your experience, which you will submit to the MAP Committee for possible publication in the Advising Oracle
* mentoring a UGA student through the [UGA Mentor Program](https://mentor.uga.edu/)
	+ after completing the mentorship, you will be required to submit a written reflection to the Advising Certificate Committee for possible publication in the Advising Oracle. In the reflection, please connect your mentoring experience back to your advising practice.

**Guidelines for Reflective Piece for Mentoring**

If you choose to serve as a mentor for the Mentoring Advising Professionals (MAP) Program or the UGA Mentor Program for your capstone, you will need to write a brief piece reflecting on your experience. This piece should be:

* Approximately 300-500 words in length
* A thoughtful reflection on your experience as a mentor. Consider the following questions to help you get started:
	+ Why did you want to become a mentor? Did you achieve what you wanted to achieve?
	+ What was the experience of mentoring like? Did it meet your expectations?
	+ How did this experience affect your advising practice?
	+ What went well? What could be improved?
	+ What was your favorite part of mentoring?
	+ How could participating in MAP or the UGA Mentor Program benefit other advisors?
	+ Would you consider participating again in the future? And/or would you recommend participation in MAP or the UGA Mentor Program to your colleagues?

For the MAP Program: Please submit the finished piece to the MAP Program at advisormap@uga.edu and copy the Advising Certificate Committee at advisingcerts@uga.edu. The MAP Program may choose to publish your piece in whole or in part in the Advising Oracle.

For the UGA Mentor Program: Please submit the finished piece to the Advising Certificate Committee at advisingcerts@uga.edu. We may choose to publish your piece in whole or part in the Advising Oracle.