**ADVISORY Checklist and Worksheet**

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| **Course Number** |
|  |
| **Proposed Advisory: xxx**  |

**SECTION 1 - CONTENT REVIEW:**

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| Criterion | N/A | Yes | No |
|  | Faculty with appropriate expertise have been involved in the determination of the advisory. |  |  |  |
|  | The department in which the course is (will be) taught has considered course objectives in accordance with accreditation standards. |  |  |  |
|  | Selection of this advisory is based on tests, the type and number of examinations, and grading criteria. |  |  |  |
|  | Selection of this advisory is based on a detailed course syllabus and outline of record, related instructional materials and course format. |  |  |  |
|  | The body of knowledge and/or skills which are recommended for success before enrollment have been specified in writing (see below). |  |  |  |
|  | The course materials presented in this advisory have been reviewed and determined to teach knowledge or skills recommended for success in the course requiring this advisory. |  |  |  |
|  | The body of knowledge and/or skills recommended for success in this course have been matched with the knowledge and skills developed by the advisory course. |  |  |  |
|  | The body of knowledge and/or skills taught in the advisor are not an instructional unit of this course. |  |  |  |
|  | Written documentation that steps 1 to 8 above have been taken is readily available in departmental files. |  |  |  |

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| **Advisory Worksheet**ENTRANCE SKILLS RECOMMENDED FOR SUCCESS IN: **xxx***(It is recommended that the student to be able to do or understand the following BEFORE entering the course)*

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EXIT SKILLS (objectives) FROM: **xxx***(What the student has the demonstrated ability to do or understand AFTER successful completion of this course)*

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| --- | --- |
|  | ENTRANCE SKILLS FOR: **xxx** |
| EXIT SKILLS From: **xxx** |  | A | B | C | D | E | F | G | H |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |

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| If the advisory proposed is a **NON-COURSE ADVISORY** (i.e., ability to do x), please explain the reasoning/rationale for this advisory, as well as, the non-course opportunities available for students to acquire the recommended skills: |
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