

The Hong Kong Polytechnic University

Academic Advising for Students

**Session Log sheet**

|                  |     |                    |                   |
|------------------|-----|--------------------|-------------------|
| <b>Name:</b>     |     | <b>Student ID:</b> |                   |
| Department:      | BSE | Year:              |                   |
| Date of Session: |     | Cohort:            | 2017/18           |
| Venue:           |     | Meeting Format:    | Group/ Individual |

**Items discussed (please ✓):**

- personal study and professional goals;
- programme aims, curriculum structure and Programme Learning Outcomes;
- semester study plan, 2-year/4-year study plan;
- credit requirements on Mathematics, English and Chinese subjects;
- study pattern and progress of GUR subjects;
- study pattern and progress of subjects in the Major Programme;
- choice of discipline-specific electives in consideration of professional goal;
- option of Minor Study and free electives; Exchange Programme
- academic regulations and requirements;
- personal enquiries;
- others:

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please complete the above and return this log sheet to your Academic Advisor within 7 days after the meeting.)

**Achieved session goal(s):**

- Building rapport
- Setting learning objectives
- Developing study plan
- Identifying special learning needs
- Others:

**Intended follow-up actions:**

**Signature of Academic Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_