

### **Information for PDCE off-campus M.Ed Cohort Graduate Advisors**

Cohort Graduate Advisors serve as department contact for both students and PDCE.

**In consultation with the academic unit, Cohort Grad Advisors design the cohort program's academic content. Once designed the cohort Grad Advisors provides to PDCE:**

1. a list of the program's courses, including a course schedule;
2. a specific description of the program's academic content for marketing purposes/website; and
3. the appropriate maximum enrollment for the cohort.

**Cohort Graduate Advisors participate in:**

1. Developing cohort marketing material by provide content, and proofing brochures/advertising/website;
2. approving online application questions unique to program;
3. information sessions to market the program;
4. provide academic information to prospective applicants;
5. admission of students to the program (recommendations for admission, special case memos, refusal letters); and
6. orientation meeting for the program.

**Once a cohort is in session, Cohort Grad advisors – in consultation with their academic unit and the Department's Admin. Manager are responsible for:**

1. determining and contacting instructors for the program's courses;
2. securing Department Head approval for the instructors (with Admin. Manager);
3. **providing the following information to PDCE eight weeks prior to the start of a term:**
  - a. **course instructor and Department Head approval**
  - b. **course name, number and Department Head approval**
  - c. **course date and time (or ensure this is provided by instructor or admin manager)**
4. any academic issues (such as determining course labels, credit values, etc);
5. the schedule for the cohort and facilitating any changes to the schedule and notifying PDCE;
6. choosing and liaising with a site coordinator;
7. overseeing the academic content of all courses;
  - a) including monitoring course schedules (number of instruction hours)
  - b) Checking of pre-requisites (if required) for core courses
8. supervising the Capstone Experience (eg The 590s);
9. advising students regarding course choices and program participation issues, until all students have graduated from the program;
10. monitoring the Connect site for cohort communication, participation in discussion, and addressing issues requiring intervention by the department;
11. reporting regularly to the cohort on progress, future scheduling, and addressing any general concerns;
12. monitoring all cohort student's program (courses and credits completed);
13. Requesting confirmation of completion of student requirements for graduation
14. Ensuring that the cohort expenditures remain within the established budget and requesting budget variances required. Please note that budget variances require the approval of the Department Head, Assistant Dean, PDCE, Assistant Dean, Finance and the Cohort Advisor.