

Dear Mason advisors and colleagues,

Undergraduate Education, the Academic Advisor Onboarding Committee, and [MAAN](#) (Mason Academic Advisor Network) have collaborated to offer Fundamentals of Advising at Mason (FOAM) for all new academic advisors, as well as continued training and professional development opportunities for advisors and those interested in learning more about advising.

Training and professional development for all Mason advisors is a priority and essential in providing our students with quality and consistent advising experiences across all academic units and promoting opportunities for professional growth and advancement for our advisors. Advisors must be knowledgeable on policies, procedures, curriculum requirements, extracurricular activities, advisor self-care, and advising best practices. Our advisors must also have a high level of interpersonal and cultural competency and create a welcoming and equitable space where all students' voices are heard.

FOAM topics were developed based on guidance from [NACADA](#) (National Academic Advising Association), the Global Community for Academic Advising, as well as needs specific to being an Academic Advisor at Mason. NACADA is a global association of professional advisors, counselors, faculty, administrators, and students working to enhance the educational development of students.

FOAM is strongly recommended for all new academic advisors at Mason. It consists of three live workshops and four asynchronous training modules that are supplemental to training within each advisor's school/college/unit. Additional content is available on the FOAM website. Quizzes are required to track progress in and completion of all required modules. Registration for live modules, access to the asynchronous modules, and the quizzes are available in MasonLeaps. When any components of FOAM have prerequisites, it will be made clear during registration within MasonLeaps and on the onboarding website.

We hope the content shared here will serve you well during training and as a resource as you continue to advise at Mason.

We also want to take the time to acknowledge and thank the members of the Academic Advisor Onboarding Committee who assisted greatly in creating the content and concepts of the training: Wayne Adams, Lauren Wagner, Lori Yi, Brendan Scott, Smriti Kansal, and Katy Hoepf.

Sincerely,

The Leadership Team in the Office of Academic Advising