

Kingdom of Saudi
Arabia
Ministry of Education
Jouf University
College of Business
Department of Business
Administration



Guidance and Counselling Services Handbook

Department Of Business Administration

Executive Master of Business
Administration (EMBA)

College Of Business

Jouf University, KSA



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Prepared by :
Dr. Nasreldin Hamid Ahmed Elnuor
Dr. Houcine Benlaria
Dr. Hamza Abdullah Abdul Rahman

Reviewed by:
Dr. Tariq Othman Hilal
Dr. Babaker Al-Yassa

Introduction

This handbook has been prepared for students of the EMBA program and its purpose is to assist students in every aspect of academic advising at the university, college, department and program levels. The aim of students' academic advising is to discover their academic abilities and potentials, to assist them in designing their study plan achieving the conditions of graduation requirements helping them to overcome any difficulties that may obstruct their academic path, and help them to adapt to their academic, social and scientific environment by providing them with sufficient and appropriate information.

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Vision

That the Academic Advising Committee of the Executive MBA program become the best committee to provide advising services to students in the college.

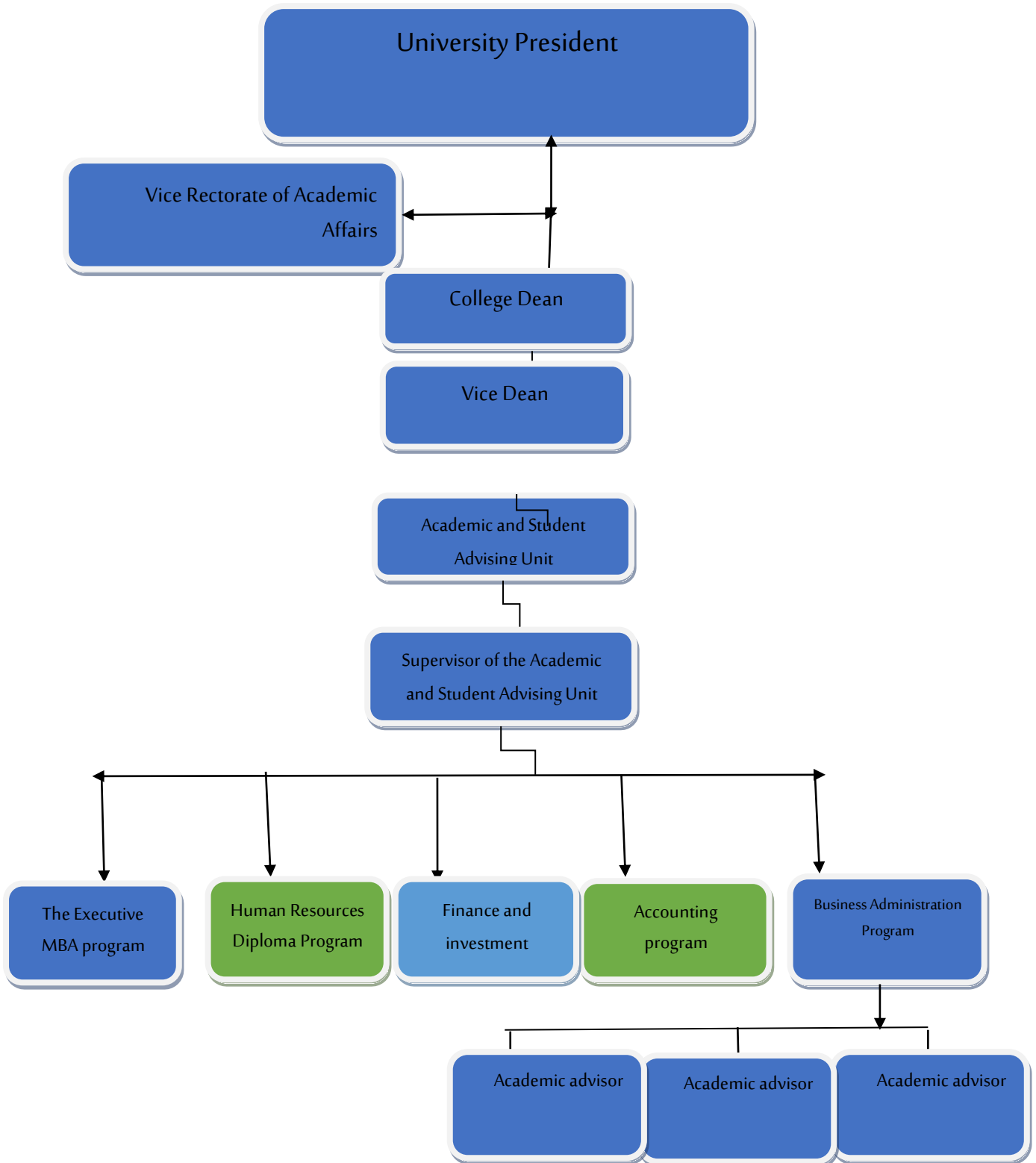
Mission

Qualifying administrative leaders equipped with the best knowledge and applied skills in business administration, by providing a distinct educational environment that enables them to achieve a competitive advantage in their performance, and achieve the goals of the organization and society efficiently and effectively.

Objectives

- 1 -Spreading the culture of academic and student counseling among male and female students of the Business Administration Program.
- 2 -Preparing students for the program and adapting to university life
- 3 -Providing advice and assistance to problem-holders among students of the program
- 4 -Providing students with correct information about the college and study programs
- 5 -Raising students 'abilities and overcoming obstacles that encounter them during their educational achievement
- 6 -Taking care of outstanding and talented students, enhancing their capabilities and supporting their creativity
- 7 -Taking care of students with special needs and providing them with support.
- 8- Taking care of struggling students and helping them to overcome the problems that hinder the achievement of their academic goals.

The organizational structure of the program



Services provided by the program

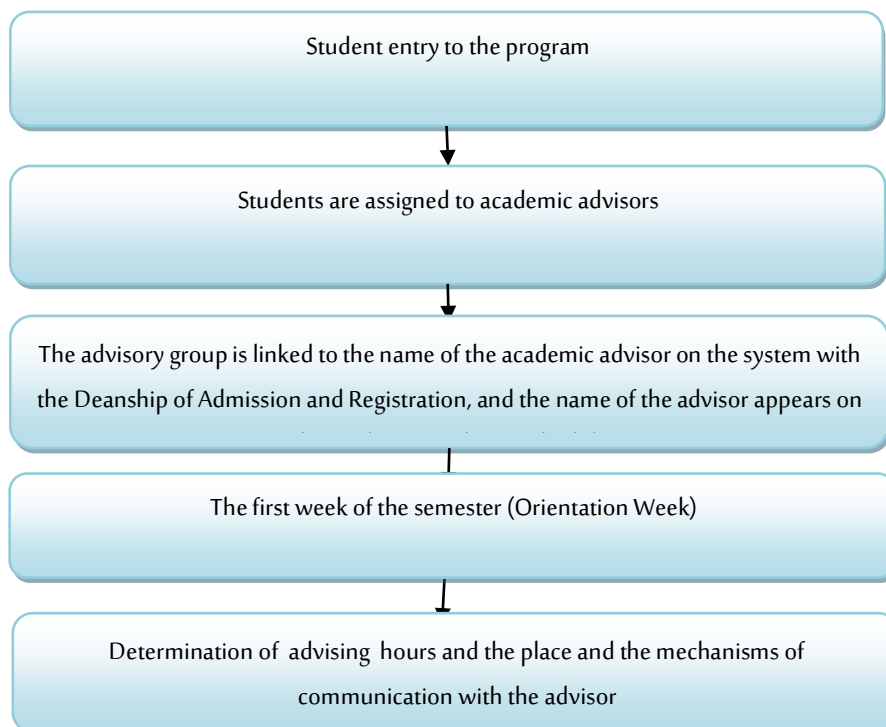
- Individual advising service
- Group advising service
- Extended and preventive advising service
- Career advising service
- Consultations and psychological advising service
- Training courses service
- Electronic advising service
- Information service for students and academic advisors

Means of the academic and student advising unit at the university:

The program achieves its goals through:

- 1- Lectures and seminars
- 2- Dialogue meetings
- 3- Forums and exhibitions
- 4- Printed publications
- 5- Qualifying training courses
- 6- Counseling, psychological, social and educational programs
- 7- Providing consultations through various means of communication
- 8- Informative weeks
- 9- Field visits to fellow mentors and female mentors

The academic and student advising mechanism in the program:



Some academic advising skills:

A successful advisor is a mentor who is able to communicate effectively with students, as he can define their needs, be good at listening to them, understand them, care about them, not attack them or make fun of them, but work with them and involve them in planning their studies, invest their experiences and trust their abilities, and from here we can define some of the skills that should be available to the academic advisor Among these skills:

- Leadership
 - Empathy
 - Planning
 - Listening
 - Decision-making
 - Collective counseling
- Time management

Tasks of the academic advisor in the program:

- Contributing to the preparation and implementation of plans, programs and directives of the Academic and Student Counseling Unit
- Coordination with the department coordinator and extension coordinator in the program to accomplish the tasks
- Preparing a special file for each student
- Holding a meeting with his students at the beginning of each semester
- Familiarizing students with the university's rules and regulations
- Helping students adjust to the major
- Responding to all student inquiries regarding academic aspects
- Taking care of distressed students and intensifying communication with them, and urging them to improve their conditions
- Paying attention to students who are academically excelling, encouraging them to excel, and helping them solve their problems

- Working to sponsor and encourage students with special talents and develop their talents
- Providing prospective graduate students with information on the graduate's field of work
- Referring the student cases that he deems necessary to refer them to the Counseling Coordinator of the program.
- Preparing a report at the end of each semester, including the works and proposals, and submitting it to the program's counseling supervisor.

Mechanisms of communication between the academic advisor and students in the program:

There should be many means of communication between mentors and students, and the most important means are

- Blackboard
- University e-mail
- Electronic counseling portal
- Individual meetings
- Group meetings
- Office hours

Student responsibilities and duties in the academic advising process:

We can define the most important responsibilities, tasks and duties of male and female students as follows

- Feeling the importance of the mentor
- Serious pursuit of knowing who is the academic advisor who follows him
- Respect and appreciation of male and female mentors
- Access to the university's rules and regulations
- Serious endeavor to review the university calendar in accordance with what is officially announced by the university administration or admission and registration
- Serious pursuit of following up the progress of the academic situation

•Cooperating with the guide to develop plans

Career counseling:

The ultimate goal of a career counselor is to **help students land jobs they find meaningful, satisfying and financially agreeable**. To accomplish this, career counselors work closely with their students, identifying their strengths, weaknesses and interests and researching career possibilities and job openings.

Give you objective and professional advice on your thoughts, feelings and concerns about your career and education. help you organise your thoughts and potential career choices. help you identify factors influencing your career development. assess your interests, abilities and values.

Steps of Career counseling:

- 1) Process of Career Counselling : Getting to Know You.
- 2) Gathering of Data.
- 3) Process of Career Counselling : Awareness.
- 4) Stage Two : Exploration.
- 5) Stage 3 of Career Counselling : Decision Making.
- 6) The Fourth Stage : Preparation.
- 7) The Final Stage.

Essential skills for a career in counselling:

1. Attending and active listening.
2. Respect for confidentiality and professional boundaries.
3. Resilience, patience and humility.
4. A non-judgemental approach.
5. A genuine interest in others.
6. Counselling training.
7. Careers in counselling.

Social counseling:

The social counselling **helps to find individual solutions, together with the students, to issues such as: covering the cost of living, pregnancy and childcare, as well as life planning in general.** It provides extensive information and advice about all degree-related help on offer.

Social Counseling Objectives:

- 1) Helping students to build positive social relationships with their colleagues, faculty members and university employees.
- 2) Building a successful response in the face of the problems that students encounter in the various situations that arise through their daily interactions.
- 3) Follow-up of the student who faltered academically and addressing the social reasons leading to this.
- 4) Helping the student to adapt to and overcome the social problems they face.
- 5) Preparing students to deal with their societies, including values and behaviors, and adapting to that.
- 6) Enhancing the student's role in contributing to community service and development.

Psychological guidance:

The term 'guidance' has been defined by several psychologists. Some important definitions are given below: “Guidance is **process of helping students through their own efforts to develop and discover their potentialities for personal happiness and social usefulness.**

Skinner's Operant Conditioning are the most commonly used psychological concepts in guidance. During Guidance, the guide will try his best to change the bad behaviours of the student through the use of conditioning, such as negative and positive re-enforcement or rewards and punishments.

- 1) Psychological counseling is a process: it takes the form of a system that begins with information gathering, then diagnosis, and then counseling. It's a planned process.
- 2) Psychological counseling is an educational process: with the sense that it is not advice that is offered or a ready-made solution to a problem, but rather it is helping the counselor learn how to define and present his problem.
- 3) Psychological counseling is based on human relations: it is characterized by emotional participation, honesty, realism and confidentiality of information.
- 4) Psychological counseling is a auxiliary profession: it is provided to individuals who cannot solve their problems on their own, and it is similar to the profession of medicine and social work.
- 5) Preparation of the psychological counselor: it is a scientific and professional preparation.

Psychological counseling goals:

1. Providing psychological and educational counseling in all its forms to university students.
2. Providing specialized advice and social and psychological assistance to male and female university students with problems through individual or group guidance and counseling sessions.
3. Providing preventive counseling services by detecting and addressing the difficulties students face, and ensuring that they do not occur.
4. Enhancing academic achievement, advancing students' abilities, and overcoming obstacles during their educational attainment.

5. Taking care of students with low and faltering academic achievement and taking care of them and following them up until they rise to their academic level.
6. Paying attention to talented and talented students and providing what would enhance their abilities and support their creativity, using the developmental psychological approach in psychological counseling.
7. Studying behavioral phenomena and negative problems that may appear in the lives of some students and working to find appropriate solutions to them.
8. Preparing specialized programs and conducting studies in the field of psychological counseling in cooperation with professors of the College of Education who are specialized in the field of clinical and counseling psychology and mental health.
9. Providing guidance and counseling to students whose problems require their submission to the Disciplinary Committee of the Deanship of Student Affairs.
10. Helping students to identify and explore the psychological and social problems that they face, which in turn lead to disrupting the role of this important group of society, and by their reform, the society is reformed.