

The Annual Plan for the Student Guidance and Counseling Unit of the Biological Science Program

Academic Year 2025-2026



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Axis	The University's strategic objective	The College's strategic objective	Operational objective	Executive Initiatives	projects	Activities and procedures	Implementation administrator	Follow-up administrator	Starting date	End date	Support	Performance/achievement indicators
1. Institutional Sustainability	1.2. Developing the capacities of the university human resources	1.2.1 Enhance the professional development of the college human resources in the college, promote opportunities for continuous development and support academic excellence.	1.2.1.1 Promote the professional growth of all human resources	1. Developing work mechanisms in the field of student guidance and counseling	- Holding an orientation session for new mentors and guides	- Introducing the mechanisms and services of student guidance and counseling (registered students, at-risk students, high achievers, and gifted students). - Clarifying the roles and responsibilities of the academic advisor. - Familiarizing participants with the university's electronic system for managing student guidance and counseling, including each advisor's dedicated icon on their personal page and methods of communication with students.	Department Counseling Coordinator (Male and Female)	College Unit Supervisor + Vice Dean for Educational Affairs	3 rd Week	End of 4 th week		Counselors' satisfaction level with the orientation program measured using a 3-point or 5-point Likert scale (target value: not less than 80%). Counselors' attendance rate
					- Holding meetings with all counselors	- Preparing the meeting schedule. - Inviting counselors and agenda topics - Presenting and discussing counseling issues. - Documenting the minutes and submitting recommendations	Department Counseling Coordinators (male and female)	College Unit Supervisor	4 th week	End of 6 th week		Advisors' attendance rate
					- Conducting skill-based training courses in counseling for counselors	Providing counselors with announcements regarding training programs and workshops organized by the Student Guidance and Counseling Unit and Administration	Department Counseling Coordinators + Student Guidance and Counseling Administration	Guidance Unit Supervisor	1 st week	15 th week		Advisors' attendance rate

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						Implementing this lecture as part of the Academic Counselors' Skills Development Project						
				2. College-level orientation meeting for new students	-Conducting the orientation meeting at the college and department levels for new students	- Announcing the meeting to new students -Holding the orientation meeting for new students across all college programs - Conducting a counseling session to orient new students to the program - Preparing new students to adapt to university life and navigate academic procedures related to admission and registration. - Introducing students to curricular and extracurricular activities and the ways to participate in them. - Introducing new students to the role of the academic advisor (Arshidni platform), complaint and suggestion mechanisms, and students' rights and responsibilities. - Orienting new students in e-learning, and familiarizing them with learning resources and the digital library. - Introducing students to their role in peer guidance, quality assurance, and community service within the college.	Student Guidance and Counseling Unit Supervisor at the College (Male Students)	Vice Dean for Educational Affairs	2 nd week	2 nd week		New students' attendance rate (target value: not less than 70%) Students' satisfaction level with the orientation meeting measured using a 3-point or 5-point Likert scale (target value: not less than 80%).
				3. Students' Professional Development	- Developing students' academic and professional	Conducting a training course titled "Student Leadership and Teamwork" to develop	Faculty members from various disciplines	Student Guidance and Counseling	5 th week	12 th week		Students' satisfaction level with the training workshops

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				nt Plan for Workforce Preparation	skills through training courses on: Student leadership skills and teamwork - Implementing the "Friends of Guidance" initiative to enhance communication between mentors and students, and to provide continuous academic and psychological support and guidance.	students' leadership and collaboration skills.	and colleges, according to the conducted courses	Unit Supervisor				measured using a 3-point or 5-point Likert scale (target value: not less than 80%) • Students' attendance rate • Students' attendance average
				4. Monitoring students' academic performance	- Identifying cases of academic underperformance among students and providing appropriate interventions to support struggling students	Monitoring academic performance: Tracking undergraduate students' GPA through the academic system. - Identifying causes of academic difficulty: Determining cases and their causes by the departmental academic advising coordinators - Follow-up plan: Preparing a targeted plan to address cases of academic difficulty. Advising sessions: Conducting individual and group counseling sessions for struggling students - Referral when necessary: Referring students with psychological or health issues	Departmental Academic Advising Coordinator and Academic Advisors for the levels	Vice Dean for Academic Affairs + Supervisor of the Student Guidance and Counseling Unit	Start of 1 st semester	End of 2 nd Semester	300	Average Academic Difficulty Rate: (Target value not less than 20%) Number of - advising sessions per semester: (Target value: at least 4 sessions) Students' satisfaction with academic advising on a three- or five-point Likert scale

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						to the Guidance and Counseling Department Digital guidance: Introducing students to the "Arshidni" platform and its services. Awareness of excused absences: Disseminating the regulations and procedures for submitting excuses via Blackboard and departmental announcements - Final exam excuse submission: Guiding students to submit excuses through the designated link for review by the relevant committee						(target value not less than 80%)." Measuring students' awareness of the excuse submission procedures and methods (target value not less than 80%)."
				5. Follow-up on students' academic and creative development.	- Identifying outstanding and creative students and encouraging them to continue excelling and being innovative	- Preparation and planning: Holding a meeting of the Guidance and Counseling Unit in the department to coordinate the event honoring outstanding and creative students - Recognition and Motivation: Honoring high-achieving and talented students in the college to foster their spirit of excellence.	- Supervisors of the Student Guidance and Counseling Unit" "- Guidance Coordinators in the Department of Biology	Vice Dean for Academic Affairs	End of 1 st Semester	End of 2 nd Semester	2000	Cumulative GPA of high-achieving students (target value not less than 4.5 out of 5) participation rates of talented and creative students in competitions and initiatives organized by the college and university
				6. Students' satisfaction with the effectiveness of guidance	- Measuring students' satisfaction with guidance and counseling services and the support provided to them.	Collecting and analyzing students' feedback on guidance and counseling services Providing a detailed report of the results and recommendations to improve	Academic advisors and members of the Academic Guidance Committee	Supervisor of the Student Guidance and Counseling Unit	End of academic year	End of academic year		Level of students' satisfaction with academic advising, measured on a

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				and counseling, and the student support provided to them.		the quality of the support provided.	(Department of Biology					three- or five-point Likert scale Target 80%
				7. Quality of the student guidance and counseling process	- monitoring the implementation of the student guidance and counseling mechanism in terms of conducting group and individual advisory sessions by the advisors, including various counseling activities	preparing and submitting the final report to the Student Guidance and Counseling Unit Committee and the Department of Biology administration	Guidance Coordinators of the Department + Guidance Committee	Supervisor of the Student Guidance and Counseling Unit	End of 1 st semester	End of 2 nd semester		The annual report of the Department's Academic Guidance Committee, including improvement suggestions – approved by the department administration and forwarded to the College's Student Guidance and Counseling Unit.
2. Distinctive teaching and learning	2.1. Providing high-quality educational outcomes that meet national developments and labor market needs.	2.1.1 Providing high-quality educational outcomes that meet national developments and labor market needs.	2.1.1.2 Enhancing the quality of the educational process to align with labor market requirements	Providing the labor market with qualified biological science graduates who are able to continue learning to advance their skills.	- Holding training courses and workshops to train students on effective study strategies and anxiety management.	Organizing a training courses to introduce graduating students in the department to the skills of writing a resume and job interviews, study strategies and anxiety management.	Faculty members from various disciplines and colleges, according to the courses implemented.	Supervisor of the Student Guidance and Counseling Unit	3 rd week	End of 2 nd Semester		Students' satisfaction level with the training workshops measured using a 3-point or 5-point Likert scale (target value: not less than 80%) • Students' attendance rate

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					Enhancing students' academic and professional competencies through training workshops available to all levels, including graduating students. Prominent workshops and courses cover topics such as curriculum vitae (CV) preparation and job interview skills.							

Name		Signature
Dr. Salem Alharethi	Chairman	
Dr. Ahmad Alhomodi	Member	
Dr. Yousif Sideeg Adam	Member	
Dr. Hussein Gumaih	Member	
Dr. Mohamed Farag	Member	Mohamed Farag

Approved by: Council of Biology Department

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