

EFFECTIVE STUDENT/ADVISOR RELATIONSHIPS

I had found this on the web and thought it could be a good tool to use with you and your advisor.

Responsibilities of Group Members to Advisor

An advisor should be recognized as an integral part of the group although he/she is not a member. Therefore, additional courtesies and considerations should be extended to him/her. An advisor should be welcomed at all meetings and social events, and thanked for coming at the close of events.

Group and executive board meetings should be planned at a time when the advisor is able to attend.

1. Be sure to relay the date, time and place for each meeting.
2. Have an advisor report as a regular part of the meeting.
3. Send the advisor a copy of all minutes.
4. Check with the advisor before scheduling a special meeting.

The president of the group should meet regularly with the advisor to discuss organizational matters and to relay and update information.

An organization should ask their advisor for his/her opinion and advice when problems come up within the organization. Make use of the advisor's background and experience within the organization and the university.

Group members should work on good communication between themselves, the organization and their advisor. Let your advisor know when he/she is appreciated and has done something positive for your group. The group should be prepared to let their advisor know how he/she may improve in order to advise you better.

Responsibilities of Advisor to Group Members

1. Become acquainted with the individual members -- let them know you care.
2. Determine whether or not an organization is achieving the goals set forth at the beginning of each semester.
3. Maintain open, direct communication with the officers. Have individual meetings with the President to share ideas and feedback.
4. Attend as many meetings as possible.

5. Advise and evaluate the officers on the performance of their duties.
6. Be aware of university standards and regulations as they apply to the organization.
7. Help the group institute and maintain a well-organized recruitment plan.
8. Help new members feel welcome -- encourage the group to integrate new people by providing orientation and training programs.
9. Work closely with the staff in the Student Organizations and Leadership Development Office. Professional advisors can help, especially if you keep them informed with your organization's activities, plans and problems.

Taken from: <http://www.unomaha.edu/~wwsold/Vbrochures/stuadvr.htm>