



Advisor Training Guide

Advisors
make a
difference!

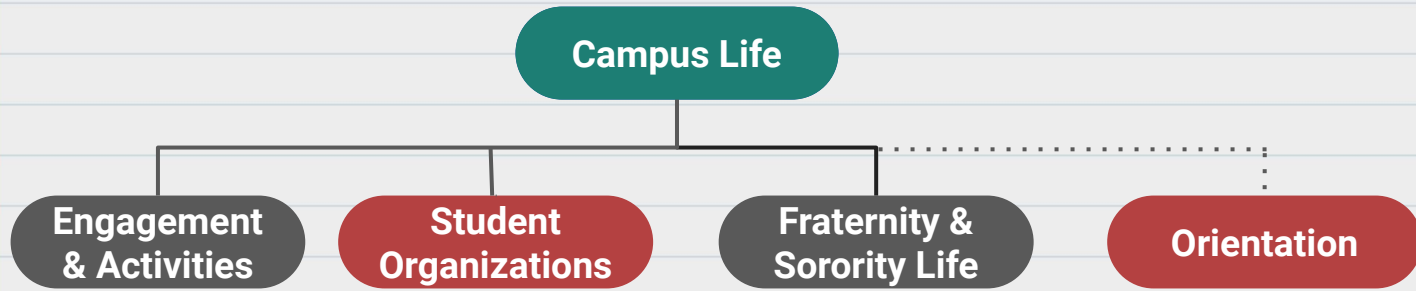
Advisor Training Overview

- The Office of Campus Life
- Your Role as an Advisor
- Student Organization Responsibilities
- Required Training & Forms
- Additional Resources

Learning Objectives

- Know and understand your role and responsibilities as an advisor
- Learn tips on how to successfully advise a student organization
- Learn where to find resources to support the student organization you advise

Campus Life



The Student Organizations Office is the office to contact if you have any questions or concerns. We can be reached at studentorgs@emich.edu

A graphic of a spiral-bound notebook with a white page and a red cover. The spiral binding is at the top. On the left side, there are two overlapping sticky tabs, one yellow and one pink. In the center of the page, the number '01' is displayed in a dark grey font, enclosed within a light green circular arrow graphic. Below this, the title 'Your Role & Responsibilities' is written in a bold, dark red font.

01

Your Role & Responsibilities

Your Role



Support

- Take an active role in advising the organization.
- Be there to answer questions and help them navigate any challenges.

Engage

- Stay informed of the meetings/programs/events hosted by the organization.
- Do at minimum monthly check-ins with the members.



Share Resources

Share helpful information and on-campus resources relevant to the purpose of the organization.



The Do's & Don'ts of Advising Student Organizations

- **Do** advocate on behalf of of the organization.
- **Do** help members stay accountable to the organization's constitution and university policies.
- **Do** act as a mentor and offer suggestions to benefit the organization.
- **Do** attend some events and meetings.
- **Do** encourage the organization to reflect on their success and/or failures.
- **Do** help guide them towards available university financial resources for student orgs.

- **Don't** dominate the organization.
- **Don't** assume everything is running smoothly. Check in with members.
- **Don't** participate in or ignore violations of the EMU code of conduct.
- **Don't** release any FERPA protected information regarding a student's educational record.
- **Don't** enable or participate in discriminatory practices.
- **Don't** just serve as a signature for the organization. Get involved!

Your Responsibilities

- Complete all required forms and advisor trainings
- Maintain a current copy of the organization's constitution and review it with officers annually
- Offer guidance to the organization on goal setting, organization management, program planning, problem solving, budget management and group evaluation.
- Report any actions that may or will violate University policy (hazing, sexual assault, drugs and under-aged alcohol consumption on a trip etc.) immediately to the Dean of Students Office
- Understand Clery, and report violations involving the organization to EMU DPS
- Submit LBC credit information as needed for the executive board officer positions that qualify for LBC credit
- Attend any on-campus "special events" (events with 50 or more guests, that the organization hosts

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02

Student Org Responsibilities

Student Org Responsibilities



Re-Registration

Re-registration is open annually Aug 1st -Feb 1st



Update EagleSync

Be sure to update the organization's roster every semester and when officers change



Know University Policies

All Student Org policies can be found on our [website](#)



Update Org Contact Information with CES

Student Orgs should complete this form annually to update their contact information with Conference and Event Services



Read all Emails and Monthly Newsletters

Our office utilizes email and the monthly newsletter to share important information and resources for student orgs.



Complete the Student Org Travel Form

Required for any org doing overnight group travel. It can be found on our [website](#).

Best Practices for Advising

- Connect with the organization's leadership. Typically they are the students that guide the culture of the organization.
- Practice Authentic Leadership. It will encourage your students to do the same.
- Utilize Sanford's Theory (1962) of Challenge and Support. (Summary) Students typically experience significant growth and development during their collegiate experience. In order for that to occur students need a balance of challenge/support. If the support system for the student provides too much support, the student will not learn and grow. Too much challenge and the student may grow frustrated and give up.

Best Practices for Advising Cont.

- Prepare to help students navigate common organizational challenges (leadership issues, member apathy, disorganized organizational practices etc.)
- Set up and share advisor transition materials
 - Inform the student organization and our office if you are no longer serving as their advisor. Try to give them as much notice as possible.
 - If you are an authorized representative on their bank account, remove yourself and turn over any financial documents to the current org president or new advisor.
 - Share any important emails or documents with the new advisor or org president if a new advisor has not been selected.

Best Practices for Advising Cont.

- Understand what motivates the students in the organization you advise. Students will put in more effort for intrinsic satisfaction.
 - Students need to feel important
 - Students need to feel heard
- You can increase motivation and a sense of belonging in the student org by:
 - Giving proper credit when it is due
 - Using “We” statements
 - Admit when you’ve made a mistake
 - Learn and use members’ names
 - Listen to the members of the organization
 - Don’t be afraid to set high expectations and praise the group when they achieve their goals
- Additional tips for advising can be found [here](#)

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03

Forms & Requirements

Forms & Requirements

Requirements

- Student Org advisors must be a full-time faculty or staff member. Graduate Assistants are not allowed to serve as the primary advisor for a student organization.
- Advisors must be Clery Act trained (*This online training is required for all faculty/staff Student Organization Advisors. To access the training, use the EMU e-learning management system [Bridge](#)*).
- Advisors must abide by FERPA regulations.

Forms

- LBC Credit Form Form- You may be contacted to confirm involvement for your student organization's executive board members to receive LBC Credit.
- [Advisor E-Signature Form](#) - This form is required as part of the student org re-registration process. Advisors should complete this annually.

A graphic of a spiral-bound notebook with a white page and a red cover. The spiral binding is at the top. On the left side, there are two horizontal tabs: a yellow one on top and a pink one below it. The page contains the number '04' in a large, bold, black font, centered within a light green circular arrow graphic. Below this, the words 'Additional Resources' are written in a bold, dark red font.

04


Additional Resources

Additional Resources

- Advisor Expectations Worksheet- This document is a helpful tool in guiding the conversation between yourself and the organization around expectations and support.
- EMU's Anti-Hazing Policy.
- Care Report- The EMU Student Intervention Team can provide support and resources for students of concern.
- Reporting an Incident with the Dean of Students Office - If you need to report a violation of the Student Code of Conduct.
- Title IX Reporting
- Clery Reporting Form- As an advisor to a student organization you are considered a CSA (Campus Security Authority) and are obligated to report crimes that fall under the Clery Act.
- Counseling & Psychological Services CAPS- If you notice that a student may need additional support navigating their mental health.

Thanks!

Do you have any questions? Contact us at studentorgs@emich.edu or Call us at 734-487-3045



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