

Advisor Resources

An advisor must be a member of the Doane University faculty or staff. Every student organization must have an advisor in order to be officially recognized.

Expectations

1. Attend some meetings of the organization and become familiar with events and activities sponsored by the group to insure that it adheres to state and University policies.
2. Serve as a resource to the group. This includes providing ongoing training as needed.
3. Help the group achieve its goals by sharing expertise, insight, ideas, and by making recommendations when appropriate.
4. Work with members to develop self-responsibility.
5. Keep track of the financial status of the organization. If you have concerns about this area, please contact the Assistant Director of Campus Engagement - Spencer Munson - spencer.munson@doane.edu
6. If you anticipate problems with an activity the group is proposing, question the activity and point out potential problems.
7. Complete required Campus Security Authority (CSA) training.

Authority of advisors

1. Oversee the organization's financial records. You may ask to review their records at any time.
2. Interpret state and University policies in order to keep the organization's and institution's best interests in mind.
3. Recommend special recognition of an outstanding activity, event, or contribution by an organization or its members when that recognition is warranted.
4. Recommend suspension of privileges if you believe that the organization is planning to, or has, violated state and/or University policies. For more information, contact the Chief Judicial Officer - Brian Stutz - brian.stutz@doane.edu

Being an effective advisor

Depending on the type of involvement and authorization of an advisor, responsibilities may differ. The following areas outline a model that may be used as a guideline in your work with organizations at Doane University

Teaching & Coaching

Teaching and coaching are activities within the advisor's professional capabilities. The advisor can serve as a resource to propose that organization activities incorporate the ideals of inclusiveness, help members apply principles and skills learned in the classroom, point out new perspectives and directions to the group, assist members in the development of insight into their

problems, point out additional resources within and outside the college community, coach individuals in their duties as officers, assist in the identification and development of new leadership, and insist on high standards of programming and individual performance. The most successful advisors look for opportunities to create or take advantage of experiences that will maximize the learning potential of any activity or interaction with students.

Consulting

In consultations on programs/activities, the advisor should expect that they will be consulted regularly by organization members concerning their plans for programs/activities. Advisors should know what programs/activities are being planned and can feel free to offer suggestions while, at the same time, being careful not to dominate the planning process.

Providing continuity

This is a very important responsibility. Turnover of officers and members of student organizations is continual. Sometimes the only continuous link a group experiences is their advisor. In this capacity, the advisor can help the organization become or stay strong and develop plans for reaching goals of the group.

Informal counseling

As an advisor, you get to see students interact in an informal setting. This provides a unique opportunity to identify students who may be experiencing problems that may affect their academic success, personal fulfillment, or effectiveness in the organization. In this situation, we encourage you to speak with the student(s) privately to point out your observations and try to get more information from the student about the nature of the problem(s). Based on this meeting, you may want to consider referring a student to the Counseling Center for more specialized assistance and support. You may also want to consider contacting the Counseling Center staff to get ideas on how to work most successfully with this student. Visit our Counseling Center in Padour Walker 105 or contact Myron Parsley. His e-mail address is myron.parsley@doane.edu, and phone number is 402.826.6719. Appointments may also be scheduled through The Director of Health and Wellness - Andreea Baker by calling 402.826.6720 or e-mailing: andreea.baker@doane.edu or studenthealth@doane.edu

Supervising

The advisor has a responsibility to keep the institution and the organization's best interests in mind. In a well-run organization, the advisor's supervisory role may be minimal, though they may need to remind the group of University regulations or, on occasion, step in to prevent the organization from violating state or University policies.

Participating in meetings

The advisor should attend all regular and special meetings of the organization to keep informed about organization efforts. We recommend that advisors also meet regularly with organization officers to assist in long-range planning and leadership development of the organization.

Maintaining organization records

The advisors should see that the officers of organizations maintain adequate records of the group's activities. Because committee reports and group records are an important part of the organization's history on campus, they should be preserved.

Advising style

There is no "right" advising style. We encourage you to utilize your own leadership style. Research has shown that the most successful advisors take care of the people in their organizations by being available and accessible. Additionally, successful advisors maintain a concern for the organization's purpose and goals. Modeling behavior is very important in working with students.

Reporting Crime

As an advisor, you are considered a Campus Security Authority (CSA) under the Jeanne Clery Act. If any person reveals to you that they have been the victim, witness, or perpetrator of any incident that might involve a crime (reportable or otherwise) please immediately contact the Public Safety Office. If you are not sure if you need to report please error on the side of reporting.

Public Safety Office

Location: Basement of the Communications Building.

You can contact the Safety Office 24/7 (during open academic calendar dates) at 402.826.8669 or x68669 from a campus phone.

Email: doanesafetyoffice@doane.edu

Academic Year Hours - 24/7 (Closed during campus holidays)

If you would like additional information about specific areas of advising (i.e. counseling, crisis intervention, goal setting, etc.), please contact our team:

Spencer Munson - Assistant Director of Student Engagement - spencer.munson@doane.edu.

Eden Diehl - Assistant Director of Student Engagement: Fraternity and Sorority Life - eden.diehl@doane.edu.

Revised 2024

Advisor Agreement

The members of _____, by the selection process outlined in our constitution hereby announce that _____ will serve as our organization advisor for the 20____/20____ academic year.

Doane University has the following basic expectations of all student organization advisors:

- Meet with the executive board as often as necessary and requested
- Ensure club adherence to the University's policies and procedures
- Offer financial management advice and comply with University policies and guidelines
- Provide continuity for the organization year-to-year
- Act as a resource to the group
- Attend programs sponsored by the organization to ensure compliance to deadlines and procedures related to campus programs and events
- Intervene when knowledge of activities occur that are contrary to University policies or values

The following expectations are to be negotiated between the advisor and the organization. If there is a small change to any of those listed below, simply record that on the agreement. Check off all expectations that the advisor is willing to commit to. Make one copy for the advisor and one copy for the organization's records. The original signed document should be returned to the Office of Student Involvement.

- Attend all meetings
- Attend al executive board meetings
- Meet with the president/chairperson before/after meetings
- Attend a specified number of organization events, including off-campus events
- Help prepare the agenda for meetings
- Speak up during meetings with relevant information
- Challenge group members to think creatively
- Take an active part in formulating the development of group goals
- Promote group activities to other faculty and staff
- Other(s):

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties.

Signatures:

Advisor Signature

Date

Organization Chairperson Signature

Date