

“Maximizing Your Advising Role/Facilitating a Positive Experience”

Suggested Within Group Activities

1. Encourage teamwork, particularly if group has a wide range of students
2. Host holiday or other parties as appropriate
3. Provide public recognition at meetings or other settings
4. Establish shared mutual expectations on a regular basis
5. Assist group in assessment/evaluation exercises
6. Manage risks/ask the appropriate probing questions
7. Encourage inclusivity on all fronts
8. Encourage timely publicity and connect group to publicity resources
9. Encourage good record keeping, it will pay off in the long run
10. Be present at meetings, particularly officers meetings
11. Research and communicate the purpose and history of your group
12. Know and discuss campus based resources and general policies and procedures (i.e. funding, fundraising, publicity, space reservations, etc.)

Suggested Outside of Group or Individual Activities

1. Conduct one on one introductory meetings, lunch is always good
2. Learn student development theory, particularly the Leadership Identity Development Model and Tuckman’s Group Development Model
3. Research and communicate the purpose and history of your group
4. Keep in contact with local, regional or national resources
5. Know how you can help students in their curricular and co-curricular lives
6. Lunch meetings on an on-going basis
7. Provide recognition, particularly personal and for non-organizational activities/notes of congratulations
8. Thank you notes are always good
9. Translate student involvement experiences into career development/transferable skills
10. Nominate students for awards, graduate professional school, or job references
11. Know and discuss campus based resources and general policies and procedures (i.e. funding, fundraising, publicity, space reservations, etc.)
12. Networking, particularly for civic or professional related organizations
13. Consider other involvement activities for your members/nominate students to committees or other assignments
14. Encourage good record keeping
15. Establish shared mutual expectations on a regular basis
16. Assist individual members in assessment/evaluation of their experiences

Questions for discussion

1. What have you done within groups to facilitate a positive experience for students and their development?
2. What have you done outside groups to facilitate a positive experience for students and their development?