STUDENT ORGANIZATION ADVISORS GUIDELINES 2022-2023

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STUDENT ORGANIZATION ADVISORS GUIDELINES 2022-2023

80% of the Johns Hopkins student population is involved in a student organization at the Johns Hopkins Homewood campus, it is important for us to ensure we are supporting them to thrive in their experiences. As we believe students make the world a better place when they thrive, we know there are many individuals who also can and already do support this mission by being an advisor to one of the nearly 400 student organizations on the Homewood campus.

**WHAT IS AN ADVISOR**
An advisor of a student organization is an individual who provides recommendations, support, and guidance to members of the organization in which they will choose to act upon the advice given to plan or implement a plan for their organization. In doing this, advisors can take on the role of a mentor, supervisor, teacher, leader, team builder, motivator, mediator, reflective agent, policy interpreter, etc.

**BENEFITS OF ADVISING**
There are many benefits associated with becoming an advisor to a student organization. Here are some:
- The satisfaction of seeing and helping students learn and develop new skills.
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences.
- Developing a personal relationship with students.
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests.
- Sharing one's knowledge with others.

**ADVISOR ELIGIBILITY:**
1. JHU full-time or part-time faculty
2. JHU full-time or part-time staff
   - Graduate students or alumni members can co-advice with the Category Coordinator of the organization they wish to advise.

**WAYS TO BECOME AN ADVISOR**
There are:
1. **Requested:** A student organization leader approaches you to be their advisor
2. **Request:**
   a. Reach out to the Leadership Engagement & Experiential Development team of your interest by filling out the Student Organization Advisor Interest Form
      i. You will be guided on how to find organizations of your interest and tips to outreaching to the organization of your choice for advice
      ii. You can be matched by the LEED team outreaching to organizations of your interest
GUIDELINES & REQUIREMENTS OF ADVISING AT JHU

As a student organization advisor at Johns Hopkins University, we value supporting the leaders we work with by connecting them through general support, content/topic management, and knowledge of policies and procedures.

1. **General Requirements:**
   a. Meet with all leaders at least once a semester
   b. Meet with president at least twice a semester
   c. Have a Hopkins Groups profile to approve advisor role on Hopkins Groups

2. **Knowledge:**
   a. [Expectations of Student Organizations](#)
   b. Inform student groups of upcoming deadlines, opportunities, etc.
   c. Have knowledge, experience and/or interest in content of the student organization(s) of your interest.
   d. Be aware of and abide by federal, state, local and JHU policies and procedures in supporting student organizations
      - **Clery Act:** As a student organization advisor, you are considered a “Campus Security Authority” which means you have a “Significant responsibility for student and campus activities.”
         i. This means that you have a DUTY to take action and/or report on crime(s) that has taken place
         ii. Training can be done on myLearning.

3. **Content/Topic Management and Support**
   a. Support organization members on a range of leadership topics
   b. Interest in the core mission of the organization
   c. Some knowledge of the work that the organization is hoping to accomplish.
   d. More information can be found about advising on our [Resources](#) section of our website.
SUPPORT FOR ADVISORS

1. **Advisor Manual**: (This document and the ACPA Manual)

2. **Support Staff**:
   - Leadership Engagement & Experiential Development Team
   - **Category Coordinators**
   - Assistant Director of Student Organizations

3. **Policies and Procedures**

4. **Student Organization Policies and Procedures**
   - Undergraduate Student Organization Policies & Procedures
   - Expectations of Student Organizations
   - Clery Act Information – training on myLearning.

5. **Group Management**:
   - **RSO Sample Governing Document**
   - Student Organization Registration

6. **Financial Procedures**: All student organizations and programming boards are required to follow all financial rules, regulations, and policies outlined by Johns Hopkins University and the Dean of Student Life.
   - Financial Procedures
   - Financial Forms
   - Student Organization Funding
   - **Student Groups Financial Manual**

7. **Event Management Procedures**: You can find out more about event management procedures on the LEED Website
   - Event Promotion
   - Event Planning Guide

8. **Hopkins Groups**:
   - Hopkins Groups Help Center
   - Student Organization Advisor Network
   - If you do not have a Hopkins Groups Profile, please fill out a [Hopkins Groups Profile Request](#)
Below are specific pieces of the ACPA manual that are being highlighted you to think about as you work with your student organizations. Feel free to refer to the table of contents on page one in the ACPA Manual as well as page 29 for examples and resources in the guide.

### Roles of Advisor Checklist

<table>
<thead>
<tr>
<th>SUGGESTED RESOURCES (ACPA Manual)</th>
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Troubleshooting & Advising Styles and Skills

Advising Styles and Skills

Situations advising allows you to change your advising style to match the development needs of the individual or organization you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, or, when you are trying to influence the other person, you are trying to influence the rules.

ADVISOR

You need to vary it based on your assessment of the individual's readiness level. Many times, advisors may struggle with students because they believe that they need a higher-level interaction or direction when the student is actually able to accept more of the delegating styles. Delegating: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students that are at a low level of readiness. Coaching: The advisor continues to direct and closely supervises task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with students that are at a middle level of readiness and will need your support with the final task. Supporting: The advisor facilitates the efforts toward task accomplishments and shares responsibility for decision-making with the students. Use this style with students that are at a high level of readiness. Delegating: The advisor gives the students to keep track of their own decision making, problem solving, and delegating. Use this style with students that are at a high level of readiness.

ADVISER

Skill: Flexibility. You must be able to move from one role to another in order to meet the needs of the different types of students and multiple occurrences. To do this, you need to be able to diagnose the needs of the individual you advise. Determining what is needed as opposed to what should be done is not always easy. This will vary from individual to individual, and the standard for the future, will tend to determine if the student is a valuable life lesson. Complementing you have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to how to carry out your responsibilities. This is a valuable lesson for advising participants and understanding the roles of engagement and interaction.

Information provided by Jon Kapel, Associate Director of Campus Activities, Diesel University

PDF Document: ACPA’s Commission for Student Involvement Advisor Manual (PDF)
- This document is pretty comprehensive yet not exhaustive.
- You can use this document to refer to when you have questions outside of this Hopkins Advising guide.
- On the next few pages, we highlight some items from the ACPA Manual as resources.
- What is inside (Topic then Page Number):

1. Benefits of Advising - 2
2. Advisor Roles - 2
3. Advising Do’s - 5
4. Advising Don’ts - 6
5. Responsibilities of Organization - 6
6. Questions to Ask Organization - 6
7. Troubleshooting - 7
8. Advising Styles and Skills - 7
9. Liability and Risk Reduction - 8
10. Budgeting - 8
11. Fundraising - 9
12. Program Planning Checklist - 11
13. Event Planning Timeline - 12
15. Publicizing Your Event - 16
16. Officer Transition - 17
17. Retreats - 18
18. Student Organization Officer Roles - 21
19. Parliamentary Procedure - 22
20. Membership and Recruiting - 24
21. Motivation - 27
23. Examples, Resources and Handouts - 29

PDF Document: Excerpt on Roles and Functions of Advisors (PDF) from Dunkel and Schuh’s “Advising Student Groups and Organizations” (Jossey Bass, 1
REFERENCES:


Penn State Student Affairs. Student Organization Advisor Manual 
[https://studentaffairs.psu.edu/hub/studentorgs/advisormanual.pdf](https://studentaffairs.psu.edu/hub/studentorgs/advisormanual.pdf)


saidesk@studentinvolvement.ufl.edu, 352-392-1671.  
[https://www.studentinvolvement.ufl.edu/Student-Organizations-Student-Organization-Advisors](https://www.studentinvolvement.ufl.edu/Student-Organizations-Student-Organization-Advisors)