



Student Organizations
and Leadership

STUDENT ORGANIZATION ADVISOR RESOURCE GUIDE



Student Organization Advisor Resource Guide

Table of Contents

Section One:

The Basics: Expectationspg. 3-4

Theory for Effective Advising pg. 4-6

Section Two:

Campus Resources pg. 7-8

Section Three:

Recognitionpg. 9

Areas for Concernpg. 10-11

Section Four:

Advisor Responsibilitiespg. 11

Travelpg. 12-13

Section Five:

Important Datespg. 14-15

Advisor Expectations

Most student organizations have a set of basic expectations for the advisor that can be found in the student organization's constitution. Think back to the first time you said "Yes!" when a student asked you to serve as an advisor. You may have been excited about the possibilities of shaping young lives. You may have been nervous about the time commitment. You may have been apprehensive about the knowledge required for this leadership position. A good advisor meets the basic expectations of the organization. A *great advisor* hosts discussions that expand expectations with the organization and works together with the students to meet these established goals.

Some examples of expanded expectations of organization advisors:

Student Organizations and Leadership Office

It is very important that student organization advisors are familiar with both the Student Code of Conduct and the Student Organization Handbook, as you will be expected to assist students in the navigation of Columbia College's various policies. Our office is highly collaborative in nature and considers the advisors to be an extension of the staff within our office. If there are any concerns or questions about any of our processes please feel free to inform our staff.

Communicate, communicate and communicate!

Most often you are the liaison between the organization and the college administration. It is important to anticipate when problems might arise. Be proactive and introduce yourself to campus professionals to establish that relationship. Set up a face-to-face meeting to begin building these important connections. Be sure to email campus professionals for pertinent resources, materials, and training opportunities if applicable.

It is important to set your expectations with communication, in addition to your boundaries and limitations. For example, if you do not wish to receive phone calls after 10PM, it is important to communicate this to your advisees.

Lead with Integrity: Follow the "do as I do" philosophy

Students have you as a unique connector to the college. You represent a professional individual, as well as a leader in which your advisees will emulate. Make yourself worthy of their respect. Be present, attend and be an active participant in organization meetings to create and sustain your relationships with the students. **You will find it easier to advise them when you have a two-way trusting relationship.**

Know the End Goal

From a college student development point of view, the main objective of the advisor is to help the organization and the individual members maintain a sense of accountability for their actions. We are coaching them to be self-sufficient and self-directed adults. Think learning outcomes!

Professional Development

Help them recognize that what they do as co-curriculum involvement is vital to their professional development. This work is extremely valuable and directly transferrable to their careers. It is very important that we help them understand that this experience helps them build their strengths and will assist in their success.

12 Rules for Bringing out the Best in People

1. Expect the best from people you lead.
2. Make a thorough study of the other person's needs.
3. Establish high standards for excellence.
4. Create an environment where failure is not fatal.
5. If they are going anywhere near where you want to go, climb on other people's bandwagons.
6. Employ models to encourage success!
7. Recognize and applaud achievement!!
8. Employ a mixture of positive and negative reinforcement (Challenge and Support).
9. Appeal sparingly to the competitive urge.
10. Place a premium on collaboration.
11. Build into the group an allowance for storms.
12. Take steps to keep your own motivation high.

Bringing Out the Best in People
By Alan Loy McGinnis
Augsburg Publishing House

Nevitt Sanford: Challenge & Support

Nevitt Sanford “was one of the first developmental theorist to pay attention to the idea of student development as a function of person-environment interaction”¹

Sanford projected three developmental states; readiness, challenge and support.¹

As an advisor to a student organization, we are responsible to provide them with an environment that is the proper amount of both challenge and support. In doing so, the student is able to feel safe and satisfied; while still being challenged in their environment to allow development to occur.

Challenge

*Too much means the student could be overwhelmed and give up

*Not enough means it lacks stimulation and respect

Support

*Too much means we are doing it for them

*Not enough means we aren't there for them when it counts

Wait

*This is the art of “Advising”

*Can be painful to watch

*Can be fun to watch

*Great things happen here

*Nothing happens²

*Your goal and efficacy is in limbo here

*Doing it for them isn't Challenge or Support

¹ Evans, N. J. (2010). *Student development in college: Theory, research, and practice*. San Francisco: Jossey-Bass.

Using this model, we can overcome the 5 dysfunctions of a team.



By: Patrick Lencioni | Overcoming the Five Dysfunctions of a Team

Understanding the most common dysfunctions of a team can allow us to communicate effectively about acknowledging these concerns and working together towards a common goal. If we understand and take accountability for our actions we have a higher likelihood of succeeding. As stated by Patrick Lencioni, the rewards of striving to create a cohesive team are the competitive advantages for a powerful differentiation (Table Group, 2014).³ We can succeed much faster as a team who accepts are uniqueness while recognizing the benefit of our differences.

³ Lencioni, Patrick. "The Five Dysfunctions of a Team." *Five Dysfunctions Products* | *The Table Group*, The Table Group, Inc., 2014, www.tablegroup.com/books/dysfunctions.

Columbia College Chicago Campus Resources

Student Organization Council

916 S. Wabash 4th Floor
312.369.6656
SocChair@colum.edu

SOC oversees all recognized student organizations on campus. Student Organizations are required to send a member of their group to the monthly SOC meeting. This will ensure that funding is maintained. All programming proposals and funding for the Student Organization will go through SOC.

SOC Mission Statement

The Student Organization Council (SOC) is dedicated to building a stronger campus community by supporting and providing resources to student organizations. SOC is comprised of one member of each recognized student organization (SOC representative) and three executive officers. The executive officers include the Chairperson, Community Director and Finance Director. SOC is advised by the Coordinator of Student Organizations.

Student Organizations and Leadership (The Loft)

916 S. Wabash 4th Floor
312.369.6924
Leadership@colum.edu
Monday-Thursday 9AM – 6PM
Friday 9AM – 5PM

At the Loft we have space that can be reserved for large meetings or private meetings, equipment to checkout for events and games! The full time staff is also housed here and can be a resource for the advisor when questions arise.

The Workroom

623 S. Wabash Ave., 1st Floor
312.369.7877
Workroom@colum.edu
Monday-Thursday 9AM – 6PM
Friday 12PM – 5PM

The Workroom is a multi-purpose construction space and resource center open to all students. Your organization can utilize the Workroom for creative advice, space, and logistical support.

Counseling Services

731 S. Plymouth Ct.

312.369.8700

Counselingservices@colum.edu

Counseling Services are provided free of charge. They can receive up to 12 free sessions an academic year. Services include individual, couple, and group therapy for students. Therapists are also available for workshops and presentations on a variety of mental health issues.

Student Health and Support/Intervention Team

623 S. Wabash Ave. Suite 303

312.369.8595

Student Health and Support provide on the spot crisis intervention. This office is available for support Monday through Friday until 7PM if you observe or speak to a student who is experiencing emotional distress and is in need of immediate attention.

Campus Safety and Security

24 hour dispatch in case of emergencies can be contacted at 312.369.1111.

The Learning Studio

33 E. Congress, 1st Floor

312.369.8130

The Learning Studio helps Columbia students reach their academic goals by offering a variety of academic support programs to all students, at all achievement levels, in order to enhance student success both in and out of the classroom.

Career Center

618 S. Michigan Ave., 1st Floor

312.369.7280

The Career Center develops programs and services to provide Columbia College Chicago students with self-knowledge, experience and connections to industry in order to develop career confidence, enhance their employability and pursue meaningful career-related experiences.

Reserving Space on Campus

space.colum.edu

If you have not reserved a space on campus before, you may log in with your IRIS log in and students can log in with their Oasis ID and password. If you have any difficulties feel free to email space@colum.edu. Additionally, please utilize our 2017-2018 Event Planner's Manual Produced by Student Activities; for all your event planning needs on campus!!

Recognition

One way to motivate student leaders is recognizing their accomplishments in either a formal or informal manner. The Student Organizations and Leadership office host an annual a **Recognition Dinner** awarding student organizations for successes they accomplished over the year. As an advisor you are invited to attend the Recognition Dinner as well and we hope you will join us in celebrating the students accomplishments.

On an informal basis, advisors can recognize their students' efforts as they see fit, something as small as asking how their project or play went can go a long way.

Many assume you have to spend lots of money or time in order for someone to feel appreciated and that is not true. Here is a short list of ideas you may choose to use to recognize your students.

1. Make some homemade goodies.
2. Take time to talk.
3. Decorate a rock with a U, and give them a U rock!
4. Create informal awards like "the lifesaver award" and give them a lifesaver with a note on it.
5. Greet them by name.
6. Help develop self-confidence.
7. Recognize birthdays!
8. Plan a fun and inexpensive outing.
9. Create a stress support kit.
10. Keep challenging them.
11. Send impromptu cards.
12. Recognize classroom and artistic accomplishments by sharing with the group.
13. Create a club scrapbook with memories.
14. Throw a potluck.
15. Thank them for their efforts.⁴

⁴ From Schreiber, V. and Pflieger, E. "Supervising vs. Advising", UMR-ACUHO, 1999

Advisor Areas for Concern

Alcohol and Substance Abuse

The advisor is likely to face problems with alcohol and/or drugs in one or two contexts: 1) with specific member(s) or 2) the group as a whole perhaps at an event. Most of us have known a member who drinks too much on a regular basis. One of the most difficult challenges for any advisor, friend, or fellow member is to sit down with that person and voice sincere concern about what they are doing to themselves. The advisor who sees an individual in such a situation; if comfortable can speak directly to that person and then refer them to the college counseling center or the Dean of Students if immediate assistance is necessary.

Conflicts Amongst Members

The advisor will mostly get involved when there are internal conflicts between members of the organization. This is a very important and a time-sensitive matter, which needs to be directly discussed as negativity and gossip amongst the group, can quickly escalate and affect the productivity of the organization. This is where mediation between the conflicting members will need to be conducted in a neutral space. It is a good idea to have an individual meeting with both parties prior to the mediation. After these initial meetings have taken place the advisor should have both students discuss their concerns and also come up with alternatives to the behavior that is occurring. Realistic expectations will need to be set for both parties in order to move on from the incident(s). A follow up conversation will need to take place to insure the two members still agree with and are upholding the expectations established during mediation. SOC can also provide the student organization with assistance when there are conflicts within the group.

Travel

An advisor must be present anytime a group is requesting to travel 60 miles outside of the Chicago-land area. The advisor is also expected to take the lead and address any crisis or concerns that occur while on the trip and notify the appropriate staff and departments, i.e. Campus Safety and Security and the Coordinator for Student Organizations. All traveling student members must fill out a travel waiver and return it to the Student Organizations and Leadership office prior to travel. *More information is available in the Student Organization Handbook as well as on page 11.*

Events

An advisor must be present at events requiring extra security staff or when student organizations request to extend building hours for an event. The student organization is responsible for payment for the extra security officers and extending the building hours, unless they have submitted a proposal through SOC and were given an approval. To do this, please have your students submit a programming proposal to SOC.

Discipline

Administering discipline to a member of the student organization is not typically a role the advisor takes on directly. However, you might be approached by the officers and asked for advice on how to address a situation where members challenge the regulations of the organization. An advisor should follow the guidelines set forth in the constitution. If the issue at hand is outside of the organizations perimeter, the advisor should communicate with the Coordinator of Student Organizations and follow the guidelines set forth by the college. For example, Columbia students who violate the alcohol policy may be referred to The Student Health and Support office and also receive sanctions from the Office of Student Organizations and Leadership.

However, if you are experiencing a board member not meeting expectations, we should refer to the constitution to see how the concern should be handled. Most student organizations will have a meeting with the individual and discuss the concerns openly and provide a warning.

*Advisor Responsibilities*⁵

An advisor's responsibilities can include, but are not limited to the following:

- Maintain open communication with the Coordinator for Student Organization.
- Assisting in the development of the organization and its members.
- Attending as many organizational meetings and functions as possible.
- Meeting with organization officers or membership to discuss the progress and direction of the group.
- Being available to the officers and members.
- Attending any program/event that requires a building extension or extra security
- Submitting building extension or extra security forms
- Be familiar with Columbia policies, resources, procedures and the Student Organization Handbook. Remain knowledgeable about the organization and its mission, as well as the officers and members.
- Assist the organization in its attempts to fulfill their goals
- Providing guidance to the organization on goal setting, program planning, collaboration, time management and problem solving
- Assisting student orgs with proper interpretation of institutional and departmental policies and procedures

⁵ Some content Adapted from the University of Wisconsin Eau Claire.

- Mediating interpersonal conflicts that may arise
- Reviewing and approving all forms submitted by the organization
- Advise organization(s) regarding programming, usage of facilities, budget operation, fiscal responsibilities and other policies and procedures.
- Be aware of and involved in the planning of student organization's major activities.
- Attend major organization events such as conference travel, concerts, workshops, etc.
- Be available for questions and consultation with the student organization and the Student Organizations and Leadership office.

Student Organization Travel

Listed below are advisor expectations when students request to travel 60 miles outside of the Chicago-land area.

The advisor or staff that travels with the organization is expected to:

1. Be aware of and communicate expectations of student conduct to be in line with Columbia's Student Code of Conduct in a clear and concise manner before the departure of the trip.
2. Intervene when knowledge of illegal activities occur that are contrary to Columbia College Chicago's policies and report all violations of policy to the Dean of Students office promptly upon returning from the trip. For example, underage drinking, bullying, and illicit drug use.
3. Establish clear expectations and knowledge of risk with students, department and trip advisors through a pre-trip meeting discussing all components of the trip with the student delegation and establishing contact procedures in case of emergency.
4. Be in possession and knowledge of all information relating to Waiver Forms and emergency contact information for all students on the trip. (Office provides)
5. Maintain a professional relationship with students during and after the trip and serve as a resource and support to them.
6. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
7. Keep accurate rooming lists of all students travelling in case of an emergency.

8. Take advantage of the opportunity to add an educational element to the trip based on your own expertise and the experiences of the conference or event.
9. Maintain communication with appropriate college officials if there is an emergency by contacting campus security (312)369-1111 and Dean of Students Office if before 7PM Eastern Time (312) 369-8595.

Travel outside of the United States
Student Organization Travel Abroad Policy & Protocol

1. When students choose to participate in a conference or exposition outside of the United States, a Columbia College Chicago faculty or staff member must accompany students.
2. If the advisor cannot attend, another Columbia College Chicago Staff or Faculty member must be in attendance.
3. Students will sign two documents: The acknowledgement of Risks and Release of Responsibility and an Emergency Contact Form. (Office provides)
4. Copies of all participants' passports must be left with the office in case of emergency.
5. All participants must purchase international health insurance arranged by Columbia College Chicago before travel. SOC funds can be used for this purchase.
6. In case of an emergency, the advisor must contact Campus Safety and Security at Columbia College to inform them of the type of emergency at (312) 369-1111.

Important Dates Fall 2017 – Spring 2018

August 2017

August 30th – SOC Training. 10:30AM in the Loft

September 2017

September 1st – Convocation. Grant Park 12:00PM – 3:30PM

September 4th – Putt Putt in Maggie Daley Park 12:00PM – 4:00PM

September 6th – First day to submit an SOP for fall semester if trained (President and one other member must be trained)

September 6th – SOC Meeting. 5PM in the Loft

September 30th – Student Leadership Retreat. 8AM – 6PM. RSVP Required

October 2017

October 4th – SOC Meeting. 5PM in the Loft

October 20st – Last day for student organization to submit for fall recognition

November 2017

November 1st – SOC Meeting. 5PM in the Loft

November 17th – Last day to submit an SOP for fall semester

December 2017

December 6th – SOC Meeting. 5PM in the Loft

December 24th – January 1st – Student Organizations & Leadership office is closed

January 2018

January 22nd – First day to submit an SOP for spring semester if trained

January 25th – Block Party (Organization Expo). 1 – 4PM in the Loft. RSVP Required.

January TBD: Day of Service – Community Service Event.

February 2018

February 7th – SOC Meeting. 5PM in the Loft

February 10th – Leadership Institute Conference.

March 2018

March 7th – SOC Meeting. 5PM in the Loft

March 9th – Deadline: To recognize a student organization for the spring semester

March 9th – Blood Ball. 7 – 10PM at 1104 S. Wabash

March 16th – Deadline: SOC Board Applications

April 2018

April 2nd – SOC Re-Recognition opens for academic year 2018 – 2019

April 4th – SOC Meeting and SOC Elections. 5PM in the Loft

April 6th – RSVP's Deadline for Recognition Dinner

April 23rd – Last day to submit an SOP for Spring 2017

April – Date TBD - Dr. Kim President luncheon

April 27th – Recognition Dinner from 6 – 10PM

May 2018

May 2nd – SOC Meeting. 5PM in the Loft – Last meeting of the year!

May 11th – Manifest. All Day!!

June 2018

June 15th – **Deadline for Re-recognition for the following academic year!**

Thank you for supporting our student organizations! They count on you and we could not do it without your help and advisement!

~Jacki Licciardi, Coordinator of Student Organizations