

Pratt Student Involvement

Advisor Information

The Partnership between the Student Group and their Advisor

Why Have An Advisor? An advisor is more than a signature. Student-faculty/staff interaction outside of the classroom enhances the overall college experience and reaps many benefits. Each organization's needs vary, however, so the level of involvement should be negotiated between the organization and advisor. ALL Pratt student clubs and organizations are required to have an advisor. Below are the suggested roles of the Advisor and Organization to each other. It is suggested the parties make write agreement on their roles, rights, responsibilities to and for each other every academic year and file a copy with Student Activities.

Advisor

1. To be informed of the purpose and the activities of the organization.
2. To be informed of University policies and procedures governing organizations
3. To assist the organization officers in the planning and evaluation of activities; as well as the operational aspects of the organization
4. To work with the organization officers to insure that they are informed of University policies and procedures.
5. To encourage organization members to assume responsibility for their actions and for the effectiveness of their programs.
6. To advise but at the same time to allow freedom for organizations to plan and coordinate their own activities and programs.
7. To attend organization meetings and/or events when possible.

Organization

1. To keep the advisor informed of all organization activities.
2. To notify the advisor well in advance of meeting and activities of the organization.
3. To meet with the advisor on a regular basis during the year
4. To allow the advisor an opportunity to express an opinion on issues which affect the welfare of the organization and Pratt Institute.
5. To extend an invitation to the advisor and guests to social functions of the organization.
6. To remember the advisor is there to help and guide not run the organization.
7. To let the advisor know from time to time that the effort on his/her part is appreciated.

Definition of Advising

ADVISE (ad viz) v, -vised, -vising, 1. to give advice to., 2. to recommend action, policy, etc., 3. to give information or notice to., 4. to give advice., 5. to take counsel. (from Webster's Dictionary)

From a Student Activities standpoint:

- To encourage social maturity, to enhance the learning environment and encourage academic excellence, to encourage community relations and service projects to help establish involvement and connectedness
- To help set an atmosphere where students feel they can voice and opinion and initiate action
- To assist in the transition, training, and longevity of the group and its officers
- To offer a broader perspective on issues and problems
- To advise on the implications and possible results of proposed actions
- To insure group activities are conducted in compliance with Institute policies and procedures
- To aid the the actualization of group goals without taking over the group

Advisor Functions

It may be helpful to think of the advisor's role in terms of three areas

Maintenance Functions

- Providing continuity with the history and tradition of past years
- Heading off situations that might rise to poor public relations for the organization or Pratt
- Providing advice when called upon
- Preventing the group from breaking University rules
- Serving as an exemplar of intellectual virtue

Group Growth Functions

- Teaching the techniques and responsibilities of being a good leader and follower
- Coaching the officer in the principles of good organizational and administrative practice
- Developing self-discipline and responsibility and among group members
- Teaching the elements of effective group operation
- Developing procedures and plans for action
- Keeping group focused on its goals
- Stimulating or even initiating activities and programs

Program Content Functions

- Introducing new ideas with intellectual flavor
- Providing opportunities for the practice of classroom acquired skills
- Helping the group to apply principles and concepts learned in the classroom
- Pointing out new perspectives and directions to the group
- Supplying experts knowledge and insights of experience

Do's and Don'ts of Advising: the short version

Do

- allow failure
- allow success
- know your limits
- know the groups limits
- be visible
- be consistent with your action
- teach the ART of leadership
- keep your sense of humor
- trust yourself and the group
- learn when to/not to speak
- inform the group of policies
- ask for assistance

DON'T

- control
- manipulate
- miss schedule meeting or functions
- take ownership
- close communication
- be afraid to try new things
- know it all
- take everything so seriously
- be the leader