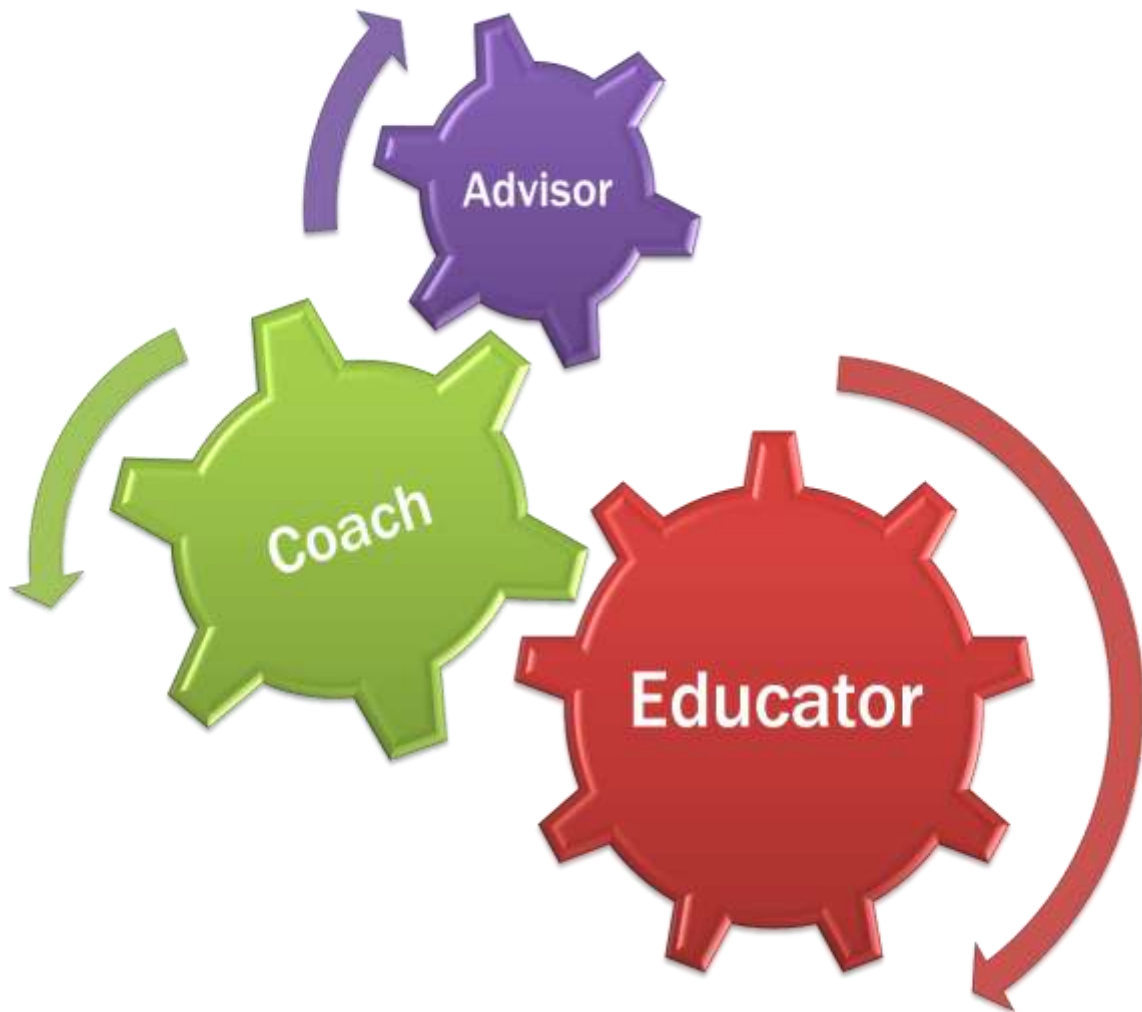


Student Organization Advisor Handbook



Student Activities—the Office for Student Organizations & Leadership Development (SO&LD)
Indiana Memorial Union room 371

<http://sao.indiana.edu>

SAO@indiana.edu

812-855-4311

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Contact info:

Student Activities—the Office for Student Organizations & Leadership Development
Indiana Memorial Union room 371
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**Introduction to
Student Activities—the Office for Student
Organizations & Leadership Development
(SO&LD)**



Dear Student Organization Advisor,

Thank you for advising, coaching, and educating students participating in an IU student organization. This handbook is designed to be a helpful guide to philosophies, practices, and resources to assist you. University faculty and staff members are an important part of encouraging students' participation in activities and organizations' (1985) research suggests that student involvement correlates positively with persistence, achievement, satisfaction, career advancement and educational development. Additionally, co-curricular learning experiences have been shown to greatly enhance learning. Research by IU Chancellor's Professor, George D. Kuh (2007), shows that these experiences can lead to:

- Advanced critical thinking skills
- Greater interest in the well-being of others
- Self-confidence
- Ability to relate to and communicate with others
- Increased decision-making abilities
- Preparation for the "real world"
- Higher graduation rates

Curricular and co-curricular learning experiences are complementary in the creation of holistic learning experiences for IU student leaders. We support the IU-B mission by emphasizing the values of civic engagement, collaboration, diversity, and leadership.

Thank you for assisting us in our efforts to complement student learning. Please contact us if you have further questions or need additional support.

Best regards,

Steve Veldkamp
Assistant Dean of Students and Director of Student Activities
Indiana University – Bloomington

Astin, A. W. (1985). *Achieving educational excellence: A critical assessment of priorities and practices in higher education*. San Francisco: Jossey-Bass.

Kuh, G. D. (2007). Student engagement in the first year of college. In Upcraft, L. M., Gardner, J. N., & Barefoot, B. O. (Eds.). *Meeting challenges and building support: Creating a climate for first-year student success*. San Francisco: Jossey-Bass.

Student Activities

Location

We are located in room 371 of the Student Activities Tower of the Indiana Memorial Union - take the elevator on the 1st floor by Alumni Hall and Starbucks up to the 3rd floor. SO&LD is to the right and down the hall when you get off the elevator.

Staff

Steve Veldkamp, *Director of Student Activities & Assistant Dean of Students*

Darrell Ann Stone, *Associate Director of Student Activities*

Jeremiah Shinn, *Associate Director of Student Activities*

Leslie Fasone, *Greek Life Coordinator*

Colleen Rose, *Civic Engagement Coordinator*

Sarah Wilcox, *Student Organizations Coordinator*

Ellen Shertzer, *Greek Alumni Coordinator*

Patricia Withered, *Office Manager*

Jessica Dyrdaahl, *Funding Board and Campus Media Advisor*

Andrea Robledo, *Multi-Cultural Greek Council & National Pan-Hellenic Council Advisor*

Laura Whitney, *Student Organizations Ethics Board Advisor*

R.J. Woodring, *LEAD IU Advisor*

Philemon Yebei, *Assessment & Research Doctoral Associate*

Student Organization Community

650+ student organizations register with SO&LD each year (visit www.indiana.edu/~sao for a complete list of all student groups).are 16 categories of student organizations including:

Academic & Professional	Kelley School of Business
Activism	Political
Arts & Theatre	Programming & Support
Club Sports Federation	Recreation & Sport
Ethnic, Cultural, & International	Sorority
Fraternity	Special Interest
Governance	Spirituality & Faith
Honorary	Volunteerism & Service

It's the Process, Not the Product

True co-curricular success is linked to student learning and growth (Kuh, 2007). The ways in which students work through failure may be their greatest learning moments. As educators, we can guide and support students through the learning process.

We encourage you to remember that students are our product—not programs. Programs and student groups serve as vehicles in which students hone and enhance their learning.



There are 3 roles one can take on when supporting student organizations: Advisor, Coach and Educator.

Advisor— As an advisor, you work to maintain the organization and delegate tasks with the executive board members.

Coach— As a coach, you can work to improve the effectiveness of an organization and assist them in reaching organizational goals. In this role you will spend more time sharing a vision for the organization rather than maintaining the organization.

Educator— As an educator, you will spend more time as a “sounding board” with students. This role serves to provide students with an educational experience that will complement or supplement their education. Our hope is that you will reach a place where you are not giving students too many answers, but asking them questions that will teach them how to think through situations, therefore supporting them in their creation of the bigger picture for the organization.

Adapted from Bloland, P.A. (1967). Student group advising in higher education (Student Personnel Series No. 8). Washington, DC: American Personnel and Guidance Association.

Civic Engagement

The IU Division of Student Affairs' Mission Statement supports civic engagement on campus and in the Bloomington community stating, "While serving the entire university community, we educate student to undertake roles of leadership and productive citizenship in a culturally diverse world." Student Activities collaborates with the Office of Service Learning in encouraging civic engagement as a value of student leaders through the creation of the position and work of the Civic Engagement Coordinator.

Civic Engagement Coordinator

- SO&LD can help guide individuals and organizations towards opportunities for meaningful engagement. Contact the Civic Engagement Coordinator at SAO@indiana.edu or 855-4311 to learn more about opportunities for:
 - State, regional, and global initiatives
 - Alternative spring break trips
 - Student organizations to connect with the local community
 - Grants and awards

The Office for Service Learning

- OSL assists in the coordination of IUB service-learning courses and community-based research opportunities primarily with area non-profits and local businesses. For a listing of current course offerings and to learn more about how to become a service-learning student leader through the Advocates for Community Engagement (ACE) program, visit <http://www.indiana.edu/~copsl/> or e-mail copsl@indiana.edu.

The City of Bloomington's Volunteer Network

- The BVN mobilizes volunteers to address community issues and build on community assets. They work in collaboration with service programs on campus to provide a comprehensive listing of volunteer opportunities available in the Bloomington community each week. Please visit www.bloomington.in.gov/volunteer/ or email volunteer@bloomington.in.gov to access the current listing of volunteer opportunities or subscribe to their weekly update.

Student Organization Community

- The student organization community has about 100 groups dedicated to service and volunteerism. For a complete listing of registered service and volunteerism student organizations, please visit <http://www.indiana.edu/~sao> and search through the database either by keyword or organizational category.

Collaboration

Collaboration is working with another group of people with whom your group has a shared mission and vision. It is unique to each event and should be determined by all of the organizations involved. Indiana University promotes students working together to enhance each others' ideas, programs, and learning.

Collaborating with other student organizations can help the organization you work with plan and fund programming. It is an easy way to learn about other student organizations, receive funding for your program, access new resources, and work together toward a common goal. Some communities you may want to collaborate with are listed below.

Communities:

Student Organizations

- The 650+ organizations in the Student Organization Community
- Residence Hall [Association—rha@indiana.edu](mailto:rha@indiana.edu)
- Union [Board—ubpres@indiana.edu](mailto:ubpres@indiana.edu)
- Your organization

Campus

- Academic departments
- Cultural Centers— La Casa Latino/a Cultural Center (lacasa@indiana.edu), Neal Marshall Black Culture Center (nmbcc@indiana.edu), Asian Culture Center (acc@indiana.edu), First Nations Culture Center (fnecc@indiana.edu) and GLBT Student Support Services (glbtsss@indiana.edu)
- Student Organization Funding [Board—iusaaid@indiana.edu](mailto:iusaaid@indiana.edu)
- Indiana University Student Foundation and the Metz Grant—iusf@indiana.edu
- Office of Diversity [Education—elove@indiana.edu](mailto:elove@indiana.edu)

Bloomington/Indiana

- Indiana Campus Compact—the State of Indiana's organization that promotes citizenship and service in higher education— <http://www.indianacampuscompact.org>
- Community agencies—like Middle Way House and the Hoosier Hills Food Bank—for all agencies, contact bvn@bloomington.in.gov



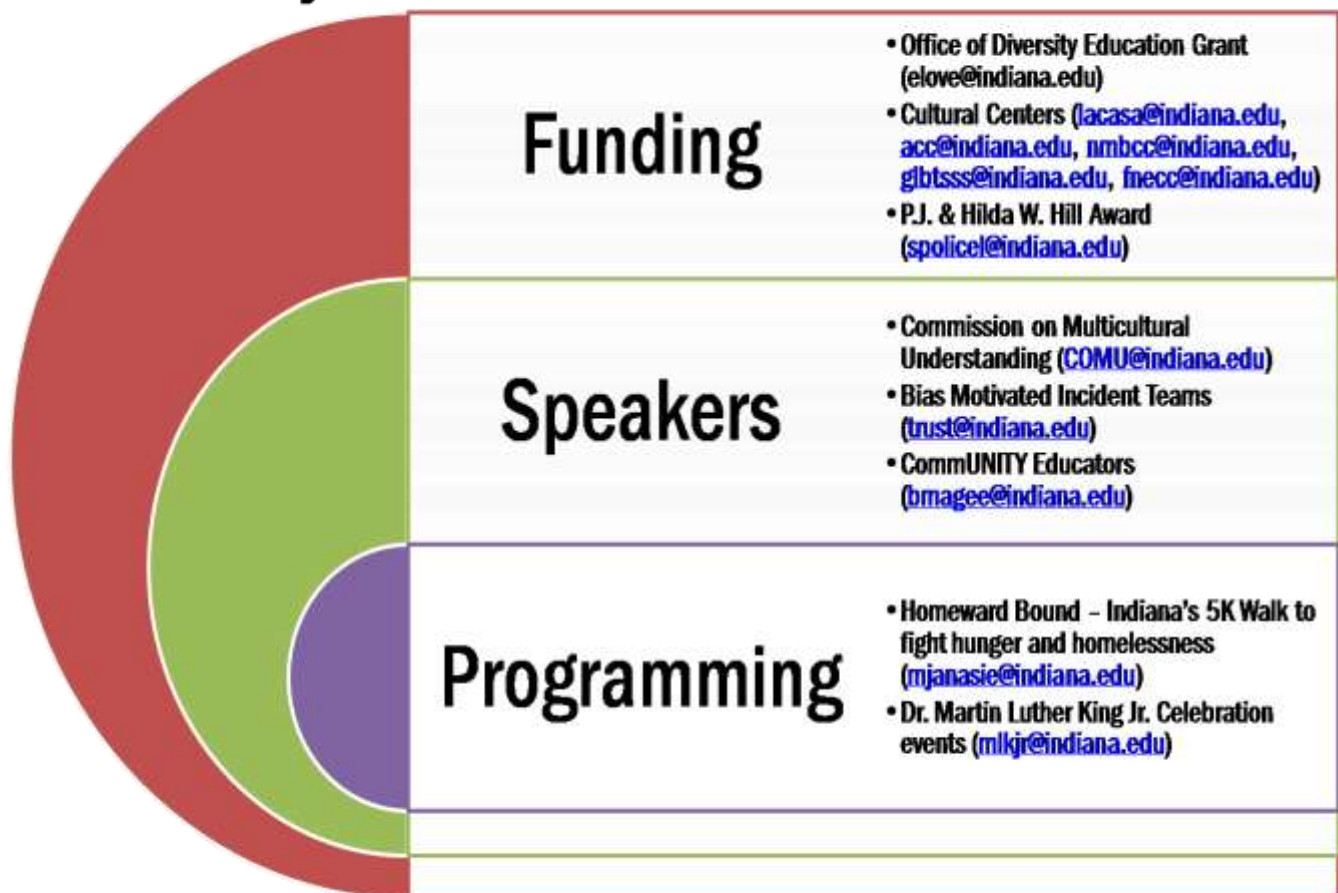
Diversity

The IU Mission Statement reinforces the value of diversity in all aspects of the university. “The Bloomington campus is committed to full diversity, academic freedom, and meeting the changing educational and research needs of the state, the nation, and the world.” *By action of the University Faculty Council, October 25, 2005, Approved by the Board of Trustees, November 4, 2005.* SO&LD believes it is an integral part of the student organization community.

When planning an event, it is important to be mindful of the diversity within the community. Individuals striving to create and maintain inclusive communities must ask the following question: Whose perspectives, experiences, viewpoints, and voices are included?

There are resources available to the student organization community including funding, speakers, and programming. They range across all types of diversity: race, ethnicity, national origin, gender, sexual orientation, socioeconomic status, religion, age, and ability.

Diversity Resources



Leadership

The Division of Student Affairs/Dean of Students' Mission highlights aspects of leadership that we encourage you to work on with your students.

“The Division of Student Affairs supports the academic mission of Indiana University by encouraging, engaging and empowering students in their learning and development through our programs, services, facilities and collaborations. While serving the entire university community, *we educate students to undertake roles of leadership and productive citizenship in a culturally diverse world.*”

LEAD IU

SO&LD's comprehensive curricular and co-curricular leadership program, LEAD IU, defines LEADERSHIP as:

- Discovery and respect for oneself and others
- Critical thinking and application of knowledge
- Active, ethical, and responsible engagement
- Commitment to acting with integrity

LEAD IU programs are designed to address the specific needs of participants, regardless of their current or previous level of involvement in campus and community activities.

LEAD IU offers a variety of experiences, both inside and outside the classroom and from a variety of perspectives, to provide participants with a well-rounded view on organizational leadership and community involvement.

Encourage students you work with to enroll in the LEAD IU courses:

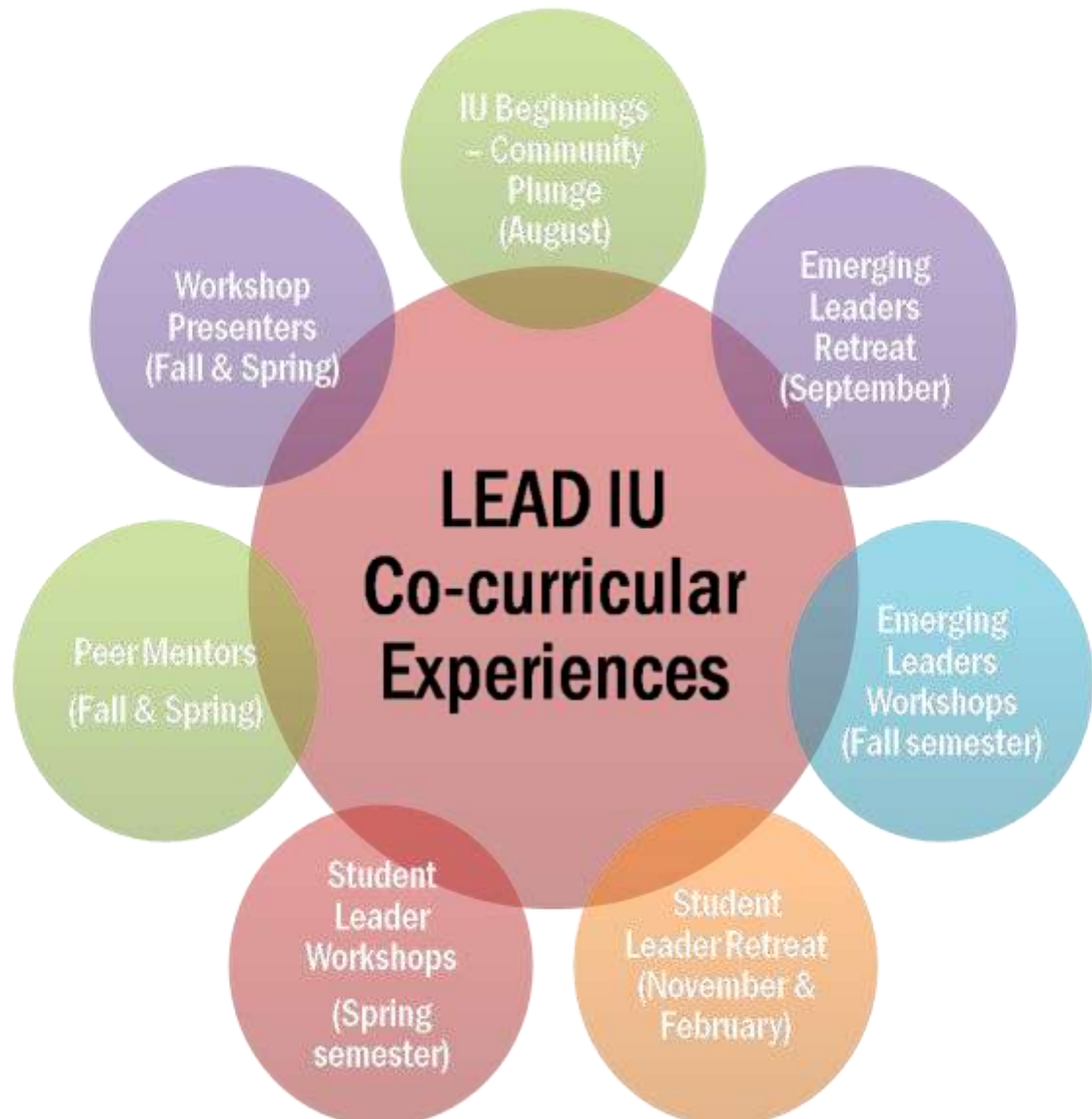
- Introduction to Leadership
- Leadership Essentials
- Organizational Leadership
- Diversity Topics in Leadership
- Leadership Ethics
- Advanced Organizational Leadership
- Senior Reflection

Students can receive information on enrolling in the 8-week courses by contacting leadiu@indiana.edu.

Co-curricular experiences also provide educational experiences. Please encourage students you work with to participate in:

Additional co-curricular opportunities:

- Community Leadership & Development Center (CLDC) workshops - cldc@indiana.edu
- Greek IMPACT—a values based retreat - lfasone@indiana.edu
- Indiana Memorial Union Board - ubpres@indiana.edu
- IU Outdoor Adventures trips - iuoa@indiana.edu
- Latino Student Leadership Conference - lacasa@indiana.edu
- LeaderShape IU - saa@indiana.edu
- Men of Color Conference - smithpd@indiana.edu
- Residence Hall Leadership Retreat - snagy@indiana.edu
- Indiana University Student Association - iusa@indiana.edu



Advisor Expectations

Why should I advise a student organization?

Advising provides you with an opportunity to help facilitate the growth and development of student leaders. It's a fun way to get to know students outside of your classroom or office. You will be able to see the students you work with become successful in their organization's work, and see knowledge from class used in their everyday lives.

What will the group I'm working with expect from me?

When establishing your relationship with the student leaders, it may be helpful to have a conversation about the level of involvement you expect from one another. You have the opportunity to create the relationship you want with the student organization in which you're working. Other potential expectations:

- Assistance with financial decision-making
- To learn about the constitution and organization's culture
- Attendance at programs and events
- Communication via email and in person (office hours?)

What can I expect from the group I advise?

In general, you can expect the organization to report to you with:

- Regular financial reports
- Communicate meeting agendas, programs, and event updates
- Maintain the Student Organization Accounts records and keep them up to date (if the organization has a SOA)
- Attend planned meetings
- Keep in communication with you (weekly meetings, emails, etc.)

How do we determine my level of involvement?

The level of involvement is dependent upon you and the student leaders' needs, wants, and expectations. If you want to attend events, your role should be one of support and encouragement, not supervision. To help maintain a consistent relationship, here are some suggestions:

- It is up to the student leaders in the organization to run the meeting. As an advisor, you should not be expected to run the meeting or the organization.
- At the beginning of each year or when the leadership in the organization changes, you will want to revisit the level of involvement and expectations between you and the organization's executive board members.
- Be available and on hand to participate in times of transition and celebration.



Advising Do's

1. Encourage attendance at leadership training, like LEAD IU (page 11). Provide students with resources for the training, such as ice breakers, important topics of discussion like values and ethics, ideas for downtime, etc.
2. Allow the group to succeed, and allow the group to fail. Offer support when necessary, but also allow them to make mistakes and learn from them.
3. At the beginning, as well as periodically, develop clear expectations about the role of the advisor and your relationship to the organization.
4. Keep your sense of humor and enthusiasm. Share creative and alternative suggestions and provide feedback for activities planned by students.
5. Learn what the students want to get out of the organization. Support them in their journey in doing so.
6. Ask officers to assist with procedural matters. Be knowledgeable of the organization's purpose and constitution, upcoming deadlines, ongoing goals, national, state, or regional expectations or by-laws, and help give feedback.
7. Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments for assistance.
8. Ask the executive board to orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.

Adapted from <http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf>, p. 5

Tips to Increase Organizational Productivity

1. Know what the students expect of you as an Advisor. For example, meeting attendance and frequency, role at meetings, etc.
2. Be a sounding board for the organization. Assist the group in setting realistic, attainable goals. Assist in finding beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the students in the organization.
3. Assist the group in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the group learn through involvement by providing opportunities.
4. Assist the group in determining the needs of the people the group is serving. For example, Who are you programming for? Do the students want to have this program? Will people attend?
5. Provide continuity for the group from semester to semester (not mandatory but encouraged). For example, remind them of the goals, projects, mission, and vision of the organization.
6. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.
7. Use a reward and recognition system for work well done. For example, a weekly spotlight member, pizza party after a big event, etc.

(Information from <http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf>)

Advisor Responsibilities

It is important to realize that your first responsibility is to the health and wellbeing of the students and to uphold campus and community policies and regulations.

Janosik's (2004) evaluation of legal risks in advising student organizations summarizes that it might be helpful if you:

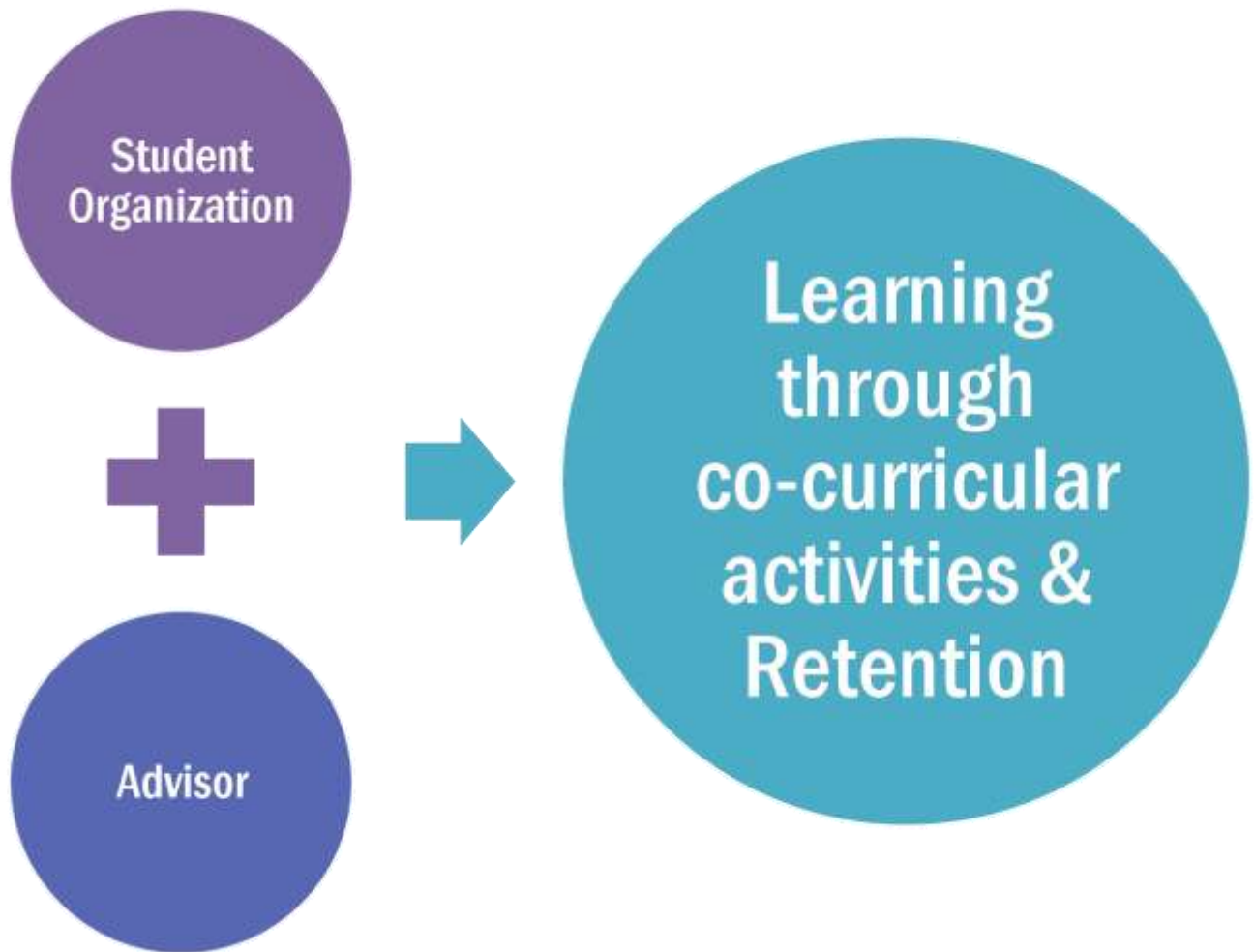
1. Outline the parameters of your involvement with the organization and evaluate your involvement in relation to legal issues.
2. Be sure to know institutional and state laws that could impact the organization you work with.
3. Know when you are held accountable and when the organization and institution could be held accountable.

If you see or hear of a violation of the Indiana University Student Code of Conduct contact the Assistant Dean of Students, Steve Veldkamp, right away at veldkamp@indiana.edu or 812-855-4311.

If you think a student might be in danger of hurting herself or himself or another person, immediately contact the Health Center's Counseling and Psychological Services center (812-855-5711) or call 911.

Janosik, S. M. (2004). Legal issues connected with advising student organizations. *NASPA's NetResults*, 2003 - 2004.

This Student Organization Advisor Handbook is meant as a beginning guide for faculty and staff advisors at Indiana University—Bloomington.



For additional resources or to set up a meeting with a Student Organizations Advisor in SO&LD, please email SAO@indiana.edu or call 855-4311.