

What is Expected of Advisors?¹

Accessibility : An advisor should be available for student contact. Regular office hours should be posted and additional time should be scheduled as needed during registration periods. Advisors should also make available office phone numbers and email addresses.

Interest: An advisor should treat each advisee with respect and listen carefully to his or her concerns. The advisor should be interested in the student's academic program and co-curricular activities, and concerned with how choices in both these areas may affect future educational and/or career plans.

Information: An advisor should be able to provide accurate information about courses, degree requirements, and both university and school policies. An advisor should be able to offer knowledgeable opinions about course choices and schedules and be able to suggest alternatives where appropriate. Advisors should be able to direct advisees to sources of information about major and minor fields, on and off campus academic opportunities, and co-curricular learning experiences. An advisor should also be able to provide basic guidance about career opportunities and graduate schools.

Referrals: An advisor should be able to make informed referrals to university support services – academic or non-academic – that may benefit the student. The Career Center, the Writing Center, the Health and Counseling Service, and pre-professional advisors are examples of such services.

References: An advisor should come to know the advisee well enough to be able to provide letters of reference and should also encourage the student to become acquainted with other members of the university community for this purpose.

Advocacy : An advisor should be available to act as an advocate for the advisee in other university offices whenever appropriate and necessary.

Discretion: An advisor should use discretion and good judgment in discussing a student's record, performance, problems, and potential with other faculty members and administrators.

¹ “Handbook for Undergraduate Advisors,” Washington University in St. Louis, August 2004, < <http://faculty-staff.wustl.edu/Advising/>>, 4.