

Advisor Expectations Form

This form is a tool to be utilized to establish a clear set of expectations between a Registered Student Organization (RSO) and its advisor. This form must be completed and submitted to the Office of Student Engagement (OSE) during the registration and re-registration process.

Name of RSO: _____ expects our advisor, _____, to comply with all University policies, rules, and regulations, as well as with the rules, regulations, and standards of our organization. Furthermore, we expect our advisor to uphold the values of Western Michigan University and the values of our RSO.

We expect our advisor to be available via the following contact method/s (check all that apply):

- Email
- Virtually (video conference, virtual workspaces, etc.)
- Phone – text
- Phone – voice call
- In-person office hours, located at _____ on these dates/times: _____

Our advisor will respond to communications within the following time frame, unless there are extenuating circumstances such as injury, illness, or emergency:

If our advisor knows they will have difficulty responding to communications at any point due to external commitments, we expect them to notify us at least _____ days/hours in advance.

In turn, we agree to be available to our advisor via the following contact method/s (check all that apply):

- Email
- Virtually (video conference, virtual workspaces, etc.)
- Phone – text
- Phone – voice call
- In-person office hours, located at _____ on these dates/times: _____

Finally, we expect our advisor to be receptive to feedback and to understand that their advising style may change to benefit our RSO as the organization grows, evolves, and changes leadership. In return, members of our RSO will be receptive to feedback and understand that our advisor has experience, knowledge, and insight that will help us grow as an organization and as individuals. We will cultivate mutual respect between our advisor and our organization.

List any further comments/expectations in the space below, if necessary:

RSO Executive Board Signatures (minimum of 2 signatures):

Advisor Signature: _____

Date: _____

Date: _____