



Advisor Expectations Checklist

The purpose of this contract is for the advisor and student leaders to determine what role the advisor will play within the student organization.

Directions: The advisor and student leader should complete this form separately, and then meet to discuss their answers. For any items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that task.

For each statement, respond according to the following scale: 1 = Essential for the advisor. 2 = Helpful for the advisor to do. 3= Nice, but the advisor does not have to do it. 4= Would prefer the advisor not do. 5 = Absolutely not an advisor's role.

Table with 3 columns: Student Org Name, Advisor, Students. Rows include tasks like 'Attend all general meetings', 'Attend all executive committee meetings', etc.

Adapted from Northwestern University, University of North Carolina-Charlotte and University of Miami

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Leader Signature \_\_\_\_\_ Date \_\_\_\_\_