



Meiklejohn Peer Advisor Expectations

2011-2012

Throughout the academic year, Meiklejohns are expected to complete a number of important advising-related tasks. While each Meiklejohn is expected to develop his or her own unique approach to peer advising, these responsibilities apply to all students accepted to the program:

- Attend the **mandatory Fall Orientation**, which takes place prior to the start of first semester classes. (You will be notified of the exact dates before the end of the spring 2012 semester, allowing sufficient time to make travel arrangements.)
- Attend the mandatory fall training on issues of diversity on one of the following dates: October 3, 4 or 5.
- Attend one “check-in” meeting per semester with your group leader and your Meiklejohn group. These meetings will be held between November 8-10 and between April 24-26.
- Attend the **mandatory Spring Orientation** the day before second semester classes begin
- Meet with your faculty/staff advising partner and your advisees – as a group and individually – on Advising Day (the day before fall classes begin)
- **Make regular meetings with advisees** throughout both semesters, focusing on critical windows of time for advising:
 - the first week of classes
 - the end of shopping period
 - before pre-registration for courses each semester
- Facilitate and maintain communication with your advisees and advising partner between scheduled meetings
- Be responsive to the needs of both your advisees and your faculty advising partner, and address questions and concerns in a timely manner. Take the initiative to follow-up and make sure that situations have been resolved fully.
- Assist faculty/staff advising partner in planning an **advising luncheon** or another opportunity for your advisees to meet again as a group
- **Help carry out programming sponsored by the Meiklejohn Program**, including events during First-Year Orientation, the fall semester Pre-Registration Fair, and other events as needed (staffing, set-up, communications, etc.)
- Attend other periodic meetings organized by your **group leader**