



## **Information and Expectations of Faculty/Staff Student Group Advisors**

### **Question: What is a registered student group?**

Answer: There are three ways that students can participate in group involvement at Mohawk College; clubs, registered student groups and external community organizations.

Clubs – sanctioned by the Mohawk Students’ Association – academic or activity based, and ALL students are encouraged to participate

Registered Student Groups – information is submitted to the College, through Student Engagement, and kept on file. These are not sanctioned, but they support in promotion, and event planning. Students are provided with information and resources to assist them in participating in wider club activities through the MSA and to assist clubs in welcoming a diverse population of students.

Community Organizations – Student Life will assist students in connecting with learning and volunteer opportunities in the community.

### **Question: Who can be a student group advisor?**

Answer: The only requirement is to be a faculty/staff member and agree to fulfill the responsibilities within this document.

### **Question: What documentation needs to be on file for my student group to stay “active”?**

Answer: Each semester, a student group must complete a brief form outlining its members and planned activities. This form must also be signed by the faculty/staff advisor.

## **Question: What is my role as a Student Group Advisor?**

Answer: You are many different roles, as listed below.

Mentor – guide the group and help them see all perspectives

Team builder – Often, advisors are the glue that holds the group and its history together

Conflict mediator – You are expected to be unbiased and represent what you feel is best for the group

Educator/Interpreter of policy – As a representative of Mohawk College, you may have to interpret and intervene when policy is in question. Your job is to guide the group and notify appropriate authorities of any activities that may occur outside of policy.

Motivator – Provide encouragement, feedback and support

**Booking – College space (classrooms and vendor spaces) instructions are further down in this document.**

## **Question: What concrete things do I need to know before I agree to be a Student Group Advisor?**

Answer: You are the Student Group's direct link to the College. You should read Human Rights and Student Code of Conduct policy. You may also need to book rooms on behalf of your students. It is your role to understand the events and meetings taking place in those rooms and to discuss any possible issues with the student group members. If there are any issues you feel uncomfortable confronting, please contact the [student.life@mohawkcollege.ca](mailto:student.life@mohawkcollege.ca)

### **Room and space bookings on campus**

All faculty/staff that have completed WhereEnCampus training are able to book a room outside of class time. Training is available on e-Learn under Open Offerings. Upon successful completion of the module and quiz, faculty/staff will be able to book smart rooms/microlabs and request specialty rooms (which require approval by the academic area that managed the space).

Please note that if a faculty/staff member are booking on behalf of a student group, they will be held responsible for any activity that takes place in the space and must ensure that the rooms are put back to their original set-up and clean for the next group/class that has the space.