Class Advisors Wear Many Different Hats

- **Career Advisor**—offer advice about career opportunities.
- **Cheerleader**—motivate and energize participants.
- **Coach**—encourage students to make the most of bonus sessions, social functions, and class discussion.
- **Enforcer**—handle class attendance and implementation of Institute policies.
- **Leader**—help participants know where to be and what to do.
- **Liaison**—bring issues of concern to the attention of Institute staff and regents.
- **Social Coordinator**—encourage students to enjoy their Institute experience and help plan social functions such as the class dinner.
- **Teaching Assistant**—help instructors in the classroom with audiovisual needs, handouts, attendance, and discussion to foster a quality learning experience.
- **Team Builder**—ensure that the class works together as a unit and that students forge bonds.

Prior to Institute Week

The work of the Class Advisor begins before Institute week. Communication with class members leading up to Institute week sets the stage for a positive experience for students. Institute staff will provide class contact information and reminders to share with your class:

- Become familiar with the roles and responsibilities of the Class Advisor as well as Institute’s policies and procedures.
- Become familiar with the class roster and program schedule.
- Establish a relationship with participants through email or other communication methods, answering questions they may have about Institute week.
- Deliver important reminders and information to students as Institute week approaches.
- Identify team-building activities and icebreakers that will help the class bond upon arrival at Institute.

Institute Week

Following is a list of specific programs or activities in which Class Advisors play an important role. As a general rule, once on-site, it is important for Class Advisors to participate in all activities with students both inside and outside the classroom. Be sure to check your inbox in the Institute office frequently each day for messages, announcements, and industry consultation assignments.

Meetings (Daily)

- **Day One Class Advisor Briefing**: Attend the Class Advisor briefing on the first day of Institute before students arrive. Advisors receive materials and instructions for the week.
- **Daily Class Advisor Meetings**: Class Advisors meet daily with regents and Institute staff to provide feedback on the day’s events and to review programming needs.
Volunteer Handbook
Class Advisors

Roles and Responsibilities

Registration (Day One)
• Welcome and register students as they arrive on-site.

Homeroom (Day One)
• In the afternoon of Day One, Class Advisors meet with their class to acquaint classmates with one another; begin building class spirit; review with students the week’s schedule of activities as well as Institute policies and procedures; and, collect sign-up forms for activities (i.e. industry consultations).
• See Class Advisors—Homeroom for more information.

Required Course Sessions
• Enforce the Institute attendance policy, keeping a record of any absences. Notify the Board of Regents Chair of any absences as soon as possible.
• Coordinate with the instructor prior to the beginning of class; help with necessary preparations such as handouts or audiovisual support.
• At the beginning of class, introduce the instructor, or select a class member to make the introduction, if requested by the instructor.
• Monitor the flow of class, ensuring that discussion is at an appropriate level and that the environment enhances classroom learning.
• Monitor instructor-student dynamics, reporting any issues of concern to staff.
• Keep track of time, giving the instructor notice of scheduled breaks and class adjournment.
• Encourage attendees to complete course evaluations through the on-site app.
• Provide feedback on courses and instructors to Institute staff and regents at the daily Class Advisor meetings.

Elective Course Sessions
• One of the benefits of volunteering as a Class Advisor is attending elective courses at no charge.
• Class Advisors attending elective courses may be asked to assume some of the Class Advisor responsibilities for these sessions, including taking attendance.

Industry Consultations
• Students can sign up to receive confidential one-on-one coaching from a seasoned professional on specific management or career challenges. Encourage students to take advantage of this opportunity and distribute appointment notices.
• Collect industry consultation request forms throughout the week and return them to the inbox.
• Each participant will be paired with a qualified counselor at a time and place convenient for both, usually during a break or lunch. Appointments will be scheduled by the attendee and his or her assigned counselor.
• Remind participants to be on time for their appointment as they may not be able to reschedule.

Silent Auction
• Encourage participants to donate items prior to Institute week, assist in organizing an item to be donated by the class for auction, and encourage participants to bid throughout the week.
Volunteer Handbook
Class Advisors

Roles and Responsibilities

Graduation Ceremony
• The graduation ceremony recognizes those who complete Institute by awarding them the IOM Graduate Recognition. Class Advisors should encourage their classes to support graduates by attending the graduation ceremony.
• For Class Advisors of graduating classes, work with staff to develop ceremony plans, including the graduation speech.

Class Dinner
• Class Advisors should assist in restaurant selection and coordination, prompting their classes to make reservations in advance.

Follow-Up After Institute Week
• Keep in touch with classmates throughout the year, encouraging them to enroll early for the next year’s session.
• Encourage participants who received their IOM Graduate Recognition to take advantage of the opportunities available to graduates, including volunteering as a Class Advisor or member of the Board of Regents and following Institute on social media.