STUDENT ORGANIZATION APPLICATION ADDENDUM

This addendum must be completed and returned with all new and renewal student organization applications with the signature of the faculty advisor.

Requirements of Faculty Advisors

An advisor must be a full-time faculty member (not on sabbatical) or a full-time staff member of McGovern Medical School at The University of Texas Health Science Center at Houston. Advisors of specialty-based organizations should be faculty within that specific specialty. The faculty or staff member should be available during normal business hours, 8am to 5pm. The Office of Admissions and Student Affairs is the point of contact for advisors and medical school organizations. Any advisor who needs assistance should contact the Office of Admissions and Student Affairs via email, ms.studentaffairs@uth.tmc.edu.

Role of Faculty Advisors

Advisors are required for all registered student organizations. Their role is to help provide continuity and serve as a signatory on official forms when other authorized representatives are not available. Each organization will require different kinds of advising styles depending on the mission of the organization, its stage of development, and its leadership.

While the student organization and the advisor should define specific roles, an advisor should generally:

- Ensure that the organization and its members are not violating any university or CDC guidelines related to social distancing and there are no large in-person gatherings and/or meetings.
- Be aware of all aspects and logistics of a planned student medical mission trip associated with the organization; advisors should keep in mind that when supervising students on such a trip, under certain circumstances, the students are operating under the advisor's medical license.
- Ensure that students traveling on behalf of the organization must complete all documents in the Travel Portal, https://apps.uth.edu/travelportal/.
- Provide expert knowledge and advice.
- Be knowledgeable about activities and programs of the organization.
- Suggest and encourage new program ideas.
- Assist in maintaining high standards of programming and individual performance.
- Provide insight into the group's problems and successes.
- Provide continuity with the history and tradition of past years.
- Assist in the development of procedures and plans of action.
- Help identify resources outside the group.
- Understand the purpose and goals of the organization.
- Develop a close working relationship with the organization officers.
- Communicate expectations to the organization officers and members.

An organization's Expectations of an Advisor

- Is familiar with the organization's constitution and by-laws and be prepared to render assistance with their interpretation.
- Gives advice when it is requested and offers counsel.
- Attends regular scheduled and special meetings, if requested.
- Assists membership in improving leadership skills.
- Serves as a liaison between the organization and the university when asked to do so.
- Makes every effort to be informed on all of the organizations events, meeting times and locations, and agendas.

Name of Faculty Advisor (print): ____________________________ Date: ___________

Signature of Faculty Advisor: ____________________________ Organization Name: ____________