THE FRESHMAN MENTOR PROGRAM

Adlai Stevenson High School

The Role of the Faculty Advisor and the Guidance Counselor

The upperclassmen mentors in the Stevenson program are aided by two faculty members: a faculty advisor and guidance counselor. The faculty advisor is in the Freshman Mentor Program (FMP) every day and assumes the role of the supervisor. The guidance counselor is in the FMP once a week and is the assigned guidance counselor for every freshman in that FMP.

The Faculty Advisor . . .

- Aids the student mentors in any way necessary
- Supplies the necessary supervision for a class of students
- Monitors the progress reports and report cards of each student and offers encouragement and advice
- Can organize, help with, and participate in activities
- Performs all administrative duties associated with a class (attendance and so on)
- Speaks with students when they have questions or concerns
- Is able to get to know more students outside of the traditional classroom interaction

The Guidance Counselor . . .

- Is able to meet and become acquainted with his or her incoming students
- Is able to talk about necessary topics (credits, electives, courses, and so on) with the students as a group
- Is provided time to answer questions for students who may not be able to schedule time at his or her office
- Gets to know the students better so they are more comfortable if they need to meet the counselor outside of advisory
FMP Faculty Advisor Expectations

1. Effective advisories are developed by strong faculty leadership. You must attend advisory Monday through Thursday and remind your director to arrange a substitute on days you are absent.

2. Daily attendance must be taken of your freshmen and mentors. If one of your student mentors is absent for any reason, be sure to mark him or her absent. If the absence is unauthorized, contact the attendance office.

3. Four Faculty FMP lunch meetings will be located in room 1123 on October 13, December 1, February 9, and May 11. Please be sure to attend. Your contribution at these meetings is invaluable.

4. It is important that you help to maintain a positive advisory atmosphere. It is your responsibility to ensure that your upperclassmen mentors are working effectively with their freshmen.

5. Please assist your counselor during his or her scheduled visits.

6. Please welcome visitors to your advisory. Typically you will be given advanced notification of visitors, but please be aware that they may visit your advisory without previous notification.

The advisory program is a critical component in our efforts to assist students with the transition to high school and to monitor their academic achievement and emotional well-being on a timely basis. As an advisor, you play a major role in our effort to promote success for every student. Please embrace the significance of that role and remember that this assignment is not designed to be teacher work time.