



Michigan State University recognizes academic advising is an important form of teaching that takes place outside the classroom. Academic advisers can help students take full advantage of the opportunities available at MSU by tapping into their knowledge about university policies and procedures and by connecting students with relevant resources. Advisers also can assist students with a wide range of issues from academic progress to broad personal issues and professional development. Inclusive advising practices will create a more welcoming and safer space for students, so they trust advisers and feel comfortable sharing their concerns.

The following practices can be applied to any advising or mentoring situations regardless of your official roles at MSU.

- Welcome students and ask students more open-ended greetings or questions about their day. Don't make any assumption about the reason for the appointment.
- Welcome and ask their pronouns and preferred names to create a safe and welcoming space for students to share.
- Start with a mental health/wellness check-in. This can help identify students' needs and whether they need a referral to seek professional help.
- Make no judgements on students' grades and believe in their success.
- Actively listen. Be intentional about not bringing in your bias and assumptions into the conversation.
- If you don't know the answers right away acknowledge and promise to find more resources.
- Give students some ownership of the meeting and let them lead the conversation.
- Always validate students' thoughts and feelings, and share they are not alone.
- Give students the space to discuss non-academic matters. Let them know personal life affects academics and that it's ok to discuss that.
- If a student discloses their citizenship status and you are discussing career paths, it's important to not make assumptions of what they can or cannot do. If you don't know the laws/policies around those fields, you should research/seek support to provide accurate information.
- Follow up after appointments, especially if the student has shared they were having challenges.