

Tips on finding a Pathway Advisor

- 1. Think about what you want to do in the Pathway** and seek someone who matches your interests. You can learn about faculty interests and expertise through a variety of sources:
 - The [faculty collaboration database](#) is searchable by key word, to learn more about faculty with expertise in an area you have interest in.
 - [Department websites](#) – search for faculty by specialty.
 - Clinical interests can often be found within the “[Find a Doctor](#)” directory. Search key words (i.e. sports, adolescent, emergency, ortho, psych)
 - Some educators at MCW - [Society for Teaching Scholars \(STS\) site](#)
 - Peruse past projects in our [Scholarship Gallery](#): *Remember that projects may not align with Pathway goals and/or may align with multiple Pathway goals! These resources help you find faculty that have worked with students before.*
- 2. Look to faculty with whom you already have a relationship**, (i.e. course instructors, clinical preceptor, Student Interest Group advisor, LC Navigator) to direct you to colleagues with similar interests or backgrounds.
- 3. Prepare - be clear ahead of time what you are hoping to accomplish** by putting together a **brief** description of your goals and background. Do some research on the faculty member you want to work with *before* contacting them — Faculty will be happier to work with a student who is prepared, and whose goals are a good fit with their own areas of interest. Note: *The relationship should work for both of you.*
- 4. Contact a faculty member by email and request to meet.** Include a bit about yourself and why you are interested in meeting (using tip #3 above). *Be willing to go out of your way to meet at their convenience.* Faculty members are busy too, so appointments may be scheduled several weeks out. **Give yourself (and the faculty) at least 2 months to secure an appointment time.**
 - If you don't get a response to your email within a week, it is reasonable to send a second request or leave a phone message.
 - Another option is to call the department ([Infoscope has a handy phone book](#)) and ask for the faculty's assistant so that s/he can get you an appointment.
 - Note: *All faculty email addresses can be found in the MCW Outlook Global Address Book (where you check your MCW email) or search the MCW.edu website.*
 - *Meetings can happen virtually!*
- 5. Ask the faculty member if they are willing to be your advisor** – and agree to Advisor expectations (see link below).
 - Before leaving the appointment, **set up the next meeting to discuss and approve your ILP.** Schedule the meeting with enough time for you to meet any mid-term deadlines.
 - **Ask faculty what their preferred method of communication is – email, phone, in-person, text, etc. Store their contact information in a secure location – you will use this frequently!**

Note: *Minimum expectations for you and for the faculty advisor are outlined in the **Pathway Advisor Expectations document** that you will find in Brightspace in the Advisor folder.*

Do you or the faculty member have further questions? Please direct them to the [Pathways website](#) and/or email your Pathway Coordinator at: pathways@mcw.edu.