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.*