

Tips for finding a Concentration Advisor

1. **Think about what you want to do in the Concentration** 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 keyword searchable. You can use key words unrelated to a specialty, such as “community” or “educational.” Search by disease, treatment, mechanism of action, etc.
 - Our cultivated [project and advisor database](#) is updated August through October, but always available.
 - [Department websites](#) – search for faculty by specialty. (*link requires SSO*)
 - Some highly decorated educators at MCW: [Society for Teaching Scholars \(STS\) site](#). (*link requires SSO*)
 - Peruse past projects in our [Scholarship Gallery](#): *Remember that projects may not align with Concentration goals and/or may align with multiple Concentration goals!*
 - Check your *Intro to Scholarly Activities (ITSA)* course in Brightspace.
2. **Look to faculty with whom you already have a relationship**, (i.e. course instructors, clinical preceptor, Student Interest Group advisor) to be your Concentration advisor, or to direct you to another faculty member.
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 whose goals are a good fit with his/her own areas of interest. Note: *The relationship should work for both of you. See the example letters we have put in Brightspace for 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 his/her 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. This is a norm in academic medicine!
 - Another option is to call the department ([Infoscope has a handy phone book](#)) and ask for the faculty's assistant so that they 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) by typing in their last name, first name. Or check the Infoscope link above.
 - Meetings can happen virtually! Whatever works for you and the faculty member!
 - ***Ask faculty what their preferred method of communication is – email, phone, in-person, text, etc.***
5. **Ask the faculty member if they are willing to be your Concentration Advisor for the year** – and attach the Advisor expectations (see link below).
 - Before leaving the appointment, **set up the next meeting to discuss your ILP.** Schedule the meeting with enough time for you to meet any Concentration deadlines. Send them a copy of your ILP in advance so they have time to think about what your ILP requires and what resources they can offer. *Include the full copy that has the directions and competencies attached.*

Note: Minimum expectations for you and for the faculty advisor are outlined in these [documents for you to share with prospective advisors](#). **Do you or the faculty member have further questions?** Please direct them to the [OSSA website](#) and/or email your Coordinator at: OSSA@mcw.edu.