

## 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!*
- 2. Look to faculty with whom you already have a relationship**, (i.e. course instructors, clinical preceptor, Student Interest Group advisor) to be your Pathway 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 (i.e. CV). 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 his/her 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 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.
  - 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 can share with the prospective advisor. 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](mailto:pathways@mcw.edu).*