

## 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:
  - *Pathway Advisory Council* lists can be found on the MCW Pathways website, on D2L, or provided by your Coordinator.
  - The *faculty collaboration database* ([fcd.mcw.edu](http://fcd.mcw.edu)) 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. (On campus, use Infoscope <http://infoscope.mcw.edu/infoscopehome.htm>)
  - *Society for Teaching Scholars* (STS) site: <http://goo.gl/F6o2wn>
  - The Healthier WI Partnership Program Directory: <http://goo.gl/osDEtV>
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.
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 very busy, 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 (use the MCW website to locate the number) and ask for the faculty administrative 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.*
5. **Ask the faculty member if they are willing to be your advisor** – and agree to Advisor expectations. 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.

Note: *Minimum expectations for you and for the faculty advisor are outlined in the Pathway Advisor Guide that you can share with the prospective advisor - the PDF can be found in your D2L course or at <http://goo.gl/MraXDb>. Direct other questions to your Pathway Coordinator.*