

# Student Advising Guide

This guide is designed to help students understand the advising process and how it will guide you in the professional division.

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## **Advising Purpose:**

### **Why do we advise students?**

To help things go right with our PharmD students.

### **How will we help things go right?**

Get to know our advising students, build relationships with them, and care for their personal and professional development.

### **What will we do to facilitate professional development?**

- Conduct individual student/advisor meetings at the beginning of each Fall Semester and small group advisee meetings in the Spring Semester
- Assist the student in developing their own professional development plan
- Provide feedback to students regarding their involvement in personal, professional, and co-curricular activities
- Document development in CoreTrax

**Advisor roles:** *(Every student will have both a faculty advisor and an academic advisor. Honors students will have honors faculty advisor.)*

#### **Academic Advisor:**

The Director of Student Services for the Professional Division is the academic advisor for all PharmD students. The academic advisor assists students with needs such as degree audits, GPA calculations, academic performance policy questions, registration, account holds, pre-requisites, what classes to take at what times, and assuring requirements for matriculation and graduation are met.

#### **Faculty (Professional) Advisor:**

Each student will be assigned to a faculty advisor. The faculty advisor should focus on the personal and professional development of the student as they move through the PharmD coursework. As the students professional advisor you should seek to build a relationship with each advisee in order to help guide them as they develop as a professional and as a pharmacist. Please plan on assisting your students with the following: semester planning, goal setting, problem solving, career and residency planning, advice on electives, meeting co-curricular requirements, internships, professional organizations, leadership and personal growth.

#### **Out-of-Sync Advisor:**

If a student falls out-of-sync they will be assigned an Out-of-Sync Academic Advisor to serve as an additional "voice" to help student with reprioritization of workload, additional study advice, or further life and academic skill development. Out-of-sync students are still expected to meet with their assigned faculty advisor regarding personal and professional development. Additionally, the Out-of-Sync Faculty Advisor provides recommendations to the student regarding which courses to take moving forward. Students will meet with their out-of-sync advisor on an 'as needed' basis.

## Advising Requirements:

### Academic Group Advising: *(coordinated through the Office of Student Affairs)*

- All students are required to attend Academic Group Advising.
- Academic Group Advising covers important information regarding professional division study strategy, academic standards, program progression requirements and procedures, graduation requirements, major, minor, and dual degree information, when students register for classes, what classes to register for, degree audits, tuition and fee structures, financial aid, and academic support resources.
- **Academic Group Advising Overview:**
  - P1 year:
    - Fall Semester Topics
      - Program Structure
      - Academic Performance
      - Grievance Process
      - Undergraduate fee structure
      - Department Honor and Minor information
      - Graduation Requirements
  - P2 year:
    - Fall Semester Topics
      - Degree Audits
        - Graduation Requirement Review
        - Matriculation Requirements
      - MBA options
      - Process and Procedure for graduation and matriculation
      - P3 Student Experience Q&A
      - Professionalism Review
    - Spring Semester Topics
      - Financial Aid and graduate student transition
      - Requirement recaps
      - Matriculation Requirement Review
      - P3 Schedule Overview
  - P3 Year:
    - Fall Semester Topics
      - Graduate fee structure
      - Financial Aid Requirements
      - Graduation Requirements
      - Course registration information

## Professional Advising with Faculty Advisor:

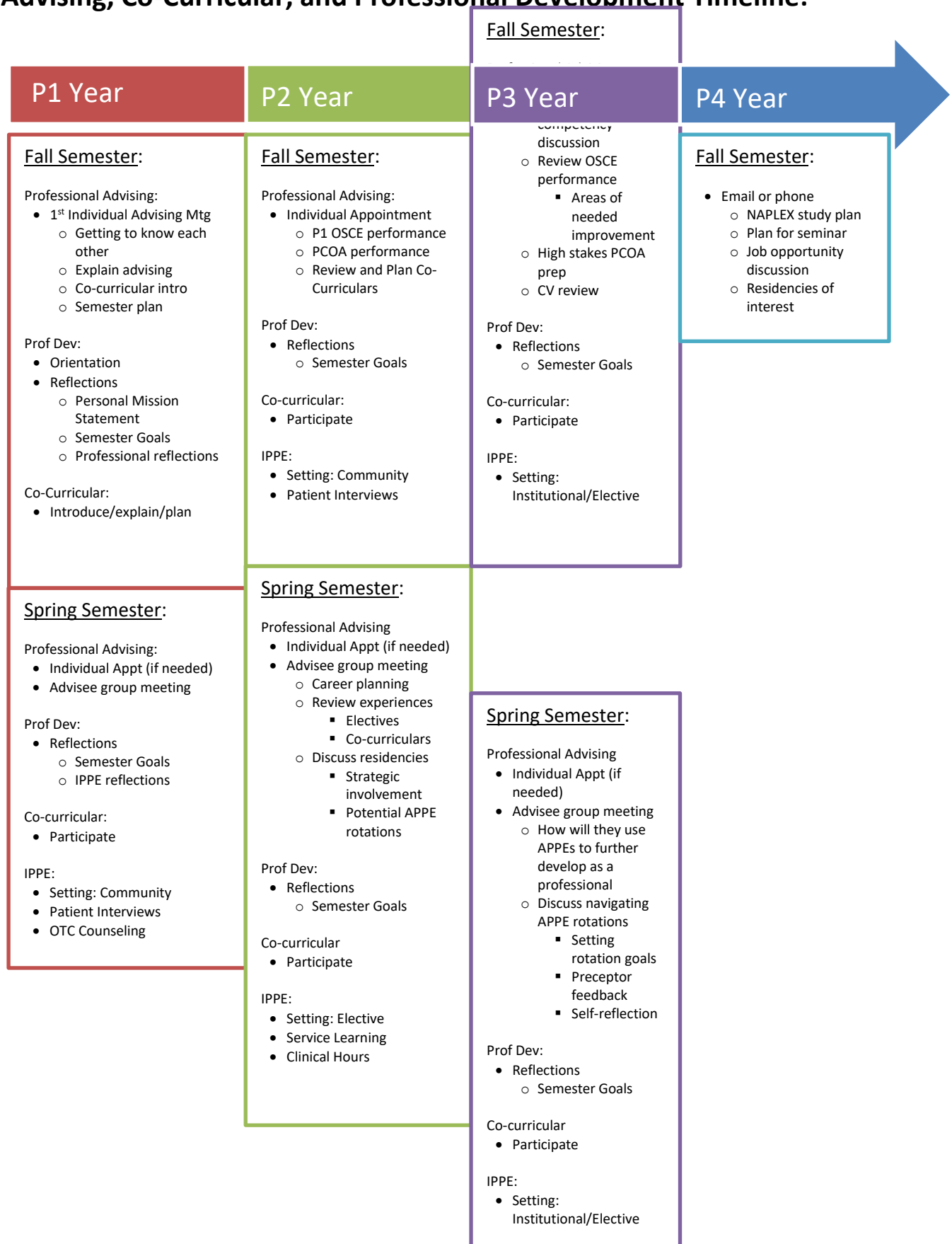
### Fall Semester: (mandatory individual advising appointments)

- Ideally occur in the first four to six weeks of the semester
- Student must complete **Pre-Advising Questionnaire** in CoreTrax and log co-curricular checklist items completed
- Faculty advisor and student will complete a separate **Post-Advising Questionnaire** in CoreTrax with notes and goals from meeting
- Progress toward co-curricular goals will be planned and assessed at each meeting

### Spring Semester: (mandatory individual and/or all advisees together per advisor discretion)

- Student must complete **Pre-Advising Questionnaire** and log co-curricular checklist items completed since the last meeting in CoreTrax
- Advisor reviews Pre-Advising Questionnaire and, if needed, may invite student to meet individually
- Meet in small groups to discuss general advising points, important opportunities, and other relevant information

## Advising, Co-Curricular, and Professional Development Timeline:



## Co-Curricular Activities

### Co-Curricular Requirements:

In order to assist students in growing as both a person and professional, students will be intentionally exposed to activities in the curriculum (classes, IPPE and APPE) and provided additional extracurricular activity opportunities that invite discovery of self and others. Co-Curricular requirements are designed to guide required curricular activities with student-selected extracurricular experiences in order enhance the student's development as a person and professional.

Every student is expected to participate in some Co-Curricular activities each semester and during breaks from school. Students are NOT required to have Co-Curricular activities in all seven areas each semester. Students are expected to participate in a diverse group of Co-Curricular activities in each of the seven key areas over the course of their education. A single Co-Curricular activity may be attributed to multiple areas and can be listed up to two times. Students must demonstrate development through participation in at least one unique event/activity for each of the seven areas over the P1-P4 years. It is the intention that the notable benefit from participation in these events will prompt continual and ongoing participation and development well beyond these requirements. A guide and examples of Co-Curricular activities are in Table 1 and 2.

### Co-Curricular Key Outcomes:

Co-Curricular activities are linked to key outcomes of professional development. Those key outcomes are:

1. **Education** – educate patients, providers, health-care professionals and the general public
2. **Cultural Sensitivity** – understand, care for, and work with people different from you
3. **Self-Awareness** – recognize how your strengths and weakness impact your environment, the people around you, and the results you achieve with the intent of self-improvement
4. **Leadership** – contribute to an environment that invites collaboration with those around you to improve the profession of pharmacy
5. **Innovation / Entrepreneurship** – develop and implement new ideas to move the profession forward
6. **Professionalism** – continuously develop personally and professionally in your relationship with and conduct toward others
7. **Patient Advocacy** – represent the patient's best interests (*effective entering Class 2019*)

Students will participate in events and activities that will assist in the development in the seven key areas.

**Table 1 -Co-Curricular Activities:**

To Find examples of Co-Curricular activities please see Appendix A

Co-curriculars can generally be placed in to one of the following areas:

<b>Community Organization Events &amp; Other Health Fairs, Health Screenings &amp; Community Events</b>	Many offered throughout the year, often through student organizations.
<b>Professional Meetings</b>	Attending professional pharmacy and non-pharmacy meetings
<b>Organizational Involvement</b>	Membership and involvement in student and community organizations
<b>Pharmacy Internship</b>	Paid internship in pharmacy field
<b>Legislative involvement</b>	Participation in events, organizations, committees etc. that shape pharmacy related legislation
<b>College and University Committees</b>	Participation in college or university committees
<b>Tutoring</b>	AEC or other university sanctioned tutoring. Tutoring for K-12 students or through community organizations or schools.
<b>Teaching Assistantship</b>	Teaching position in pharmacy or non-pharmacy
<b>Student Council</b>	Pharmacy or university student council membership
<b>Organizational Leadership</b>	Holding a leadership position in an organization or chairing a committee or event
<b>Research</b>	Participation in research on or off campus
<b>Volunteering and Community Service</b>	Health Care and non-health care related

**Table 2 - Co-Curricular Examples – In and Outside the Curriculum**

<b>Within the Curriculum Examples</b>	<b>Outside the Curriculum Examples</b>
Experiential Program - IPPE and APPE	Community Care Clinic
Personal Mission Statement	OPA Legislative Day
Semester Goals	PSC and student leadership retreat
Seminar 1 course	APhA Policy on Tap
Drug Information P3 Course	College, regional and Natl organization committees and positions
PSD/PPD Counselling lab	Academic Action plans
PSD/PPD lab	Mentoring of younger students
Immunization certification	OTOC Med Safety
Learning about diseases with treatment disparities	National Drug Take Back Day
Ethics assignments	Flu Clinics
P1 Orientation program	Pharmacy ambassadors
Professional Advancement ceremony	Teaching assistants
PSD 1 weekly self-assessments	Organizational leader
PSD Skills self-assessments	Student council
Journal Club	Scholarship Dinner
	Regional and national meetings
	Self-Care, Counselling and CSC Competitions
	Educating others on health disparities
	Health Fairs
	K-12 School Events
	Operation Diabetes
	Operation Heart
	GenRx
	Operation Immunization
	Senior Centers
	Script your future
	World Pharmacist Day
	AEC Tutoring