



## Student Guide for Getting the Most from Meetings with Faculty

This document is meant to assist students in official and unofficial meetings with faculty. If nothing more, remember these four things.

**Be proactive.**

**Be prepared.**

**Be explicit.**

**Be strategic.**

### Pre-meeting Expectations Checklist

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Consider the below to clarify what you expect to gain from your advising/mentoring relationships. By clarifying your own expectations, you will be able to communicate them more effectively to others. For instance, when meeting with faculty advisors, I want to:

- Discuss coursework options
- Talk about my struggles in classes
- Talk about my successes in classes
- Discuss faculty research and academic interests
- Identify connections within the university system or externally that align with my interests
- Come up with academic and professional goals
- Discuss career options and job preparation
- Receive encouragement and support
- Other?

### Scheduling a meeting

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You, the student, are responsible for initiating meetings with faculty. Consider the below before hitting send:

- Research any faculty member you want to talk to before requesting a meeting
- Suggest a day, time, and location that is likely best for you both
- Be explicit on your goals for the meeting

### At the meeting

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- Be on time, even in casual Seattle
- Consider starting with a personal /professional question like, “Where did you grow up?”, “What projects are you working on?”, “How did you end up in public health/global health?”
- Share a bit about yourself
- Don’t forget the questions on your meeting checklist (page 2)
- Don’t be shy about talking about the hard stuff: struggles in classes, missing home, fear of not belonging, being in over your head, etc.

## Meeting Checklist

| Year One: Initial meeting   | Date |
|---|------|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Review goals for time in program.</li><li><input type="checkbox"/> Share background and experience, professional and educational objectives for MPH.</li><li><input type="checkbox"/> Discuss timeline for completion of MPH.</li><li><input type="checkbox"/> Discuss when to meet next.</li></ul> <p>**You should keep notes of each meeting for follow-up in subsequent meetings.</p> |      |

| Year One: Autumn quarter meeting  | Date |
|---|------|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Review goals for time in program.</li><li><input type="checkbox"/> Discuss progress in program; share issues that may arise.</li><li><input type="checkbox"/> Discuss courses for winter quarter to meet educational objectives.</li><li><input type="checkbox"/> Begin discussing goals for practicum and thesis projects, if not done already.</li><li><input type="checkbox"/> If travel is part of your goal for summer or year two, begin discussing DGH travel grants.</li><li><input type="checkbox"/> Come up with list of <i>who</i> would be good to network with, and what organizations, committees, groups, etc. in the area would be good to connect with, and how to best make the connections.</li></ul> |      |

| Year One: Winter Quarter meeting   | Date |
|--|------|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Review goals for time in program.</li><li><input type="checkbox"/> Review academic progress from autumn quarter.</li><li><input type="checkbox"/> Discuss courses for spring quarter to meet educational objectives.</li><li><input type="checkbox"/> Has area of interest changed? Other changes?</li><li><input type="checkbox"/> Discuss possible thesis question and faculty who could chair or sit on committee.</li><li><input type="checkbox"/> Discuss possible practicums. What do you want from your practicum?</li><li><input type="checkbox"/> Continue to discuss networking options.</li></ul> <p>**Reminder, DGH Travel Fellowship Applications due at end of quarter.</p> |      |

| Year One: Spring quarter meeting  | Date |
|---|------|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Review goals for time in program (yes, one more time)</li><li><input type="checkbox"/> Review academic progress from winter quarter</li><li><input type="checkbox"/> Has area of interest changed? Other changes?</li><li><input type="checkbox"/> Discuss thesis progress.</li><li><input type="checkbox"/> Discuss practicum progress.</li><li><input type="checkbox"/> Discuss plans for second year.</li></ul> |      |