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

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

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

- 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

- □ Review goals for time in program.
- □ Share background and experience, professional and educational objectives for MPH.
- □ Discuss timeline for completion of MPH.
- □ Discuss when to meet next.

**You should keep notes of each meeting for follow-up in subsequent meetings.**

#### Year One: Autumn quarter meeting

- □ Review goals for time in program.
- □ Discuss progress in program; share issues that may arise.
- □ Discuss courses for winter quarter to meet educational objectives.
- □ Begin discussing goals for practicum and thesis projects, if not done already.
- □ If travel is part of your goal for summer or year two, begin discussing DGH travel grants.
- □ Come up with list of who 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.

#### Year One: Winter Quarter meeting

- □ Review goals for time in program.
- □ Review academic progress from autumn quarter.
- □ Discuss courses for spring quarter to meet educational objectives.
- □ Has area of interest changed? Other changes?
- □ Discuss possible thesis question and faculty who could chair or sit on committee.
- □ Discuss possible practicums. What do you want from your practicum?
- □ Continue to discuss networking options.

**Reminder, DGH Travel Fellowship Applications due at end of quarter.**

#### Year One: Spring quarter meeting

- □ Review goals for time in program (yes, one more time)
- □ Review academic progress from winter quarter
- □ Has area of interest changed? Other changes?
- □ Discuss thesis progress.
- □ Discuss practicum progress.
- □ Discuss plans for second year.