# University of Minnesota - Graduate Occupational Therapy Program

# Faculty / Student Advising Note

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| Save copy of **notes page only**.  After advising meeting, send the completed advising note to the student and otadvising@umn.edu to be included in the student's record. Direct the student to store the advising note in their assigned BOX folder. |

Date:

Student Name:

Faculty Advisor Name:

Year in Program: \_\_\_Year 1 \_\_\_\_Year 2

Purpose of Meeting:

* Standard Fall meeting (Completed Week 8 -9) - 1:1 Format
* Standard Spring meeting (Completed Week 8-9) - 1:1 Format
* Interim meeting

**Directions**: Use the table below to guide your advising topics. Review each area/topic and take notes on what you suggested/recommended as well as the student report for each topic.

|  | **Areas / Topic Items** | **Notes** |
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| 1 | Professional Development Inventory & Professional Development Plan  *(Required at meeting each semester 1:1 with each assigned student)*  *Review:*   1. *Student’s semester PDI scores, professional and personal goals, and resources/strategies.* 2. *Student should update their goal status from each prior term in your meeting.* 3. *Provide strategies and resources to support the goals. Have student take notes on suggestions.* 4. *The student should house their PDP in their Assigned BOX folder.* |  |
| 2 | Review Academic Progress  *(Review every Term)* |  |
| 3 | Fieldwork  (Level I Site / Experience/ Faculty Lead) | Year 1 (Fall) Site:  Year 1 (Spring) Site:  Year 2 (Fall) Site:  Year 2 (Spring) Site: |
| 4 | Accommodation Needs  *(For Didactic or Experiential)*  *If a student plans to use/have an accommodation during LEvel I or II fieldwork, please have the student complete a survey to notify the Direction of Experiential Learning (DEL) as well as contact Student Services (Christine Mollen). Link to* [*Accommodation Communication Survey*](https://umn.qualtrics.com/jfe/form/SV_1zdKCusYCyhrRl4) |  |
| 5 | Semester Simulation Discussion  (if applicable) |  |
| 6 | [Elective Process & Requirements](https://drive.google.com/drive/folders/1Uct5w0JgyVp5IhNvq9ym6VMw027bYOf6) |  |
| 7 | Other: |  |