

University of Minnesota - Graduate Occupational Therapy Program

Faculty / Student Advising Note

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
1	<p>Professional Development Inventory & Professional Development Plan</p> <p><i>(Required at meeting each semester 1:1 with each assigned student)</i></p> <p><i>Review:</i></p> <ol style="list-style-type: none"><i>1) Student's semester PDI scores, professional and personal goals, and resources/strategies.</i><i>2) Student should update their goal status from each prior term in your meeting.</i><i>3) Provide strategies and resources to support the</i>	

	Areas / Topic Items	Notes
	<p><i>goals. Have student take notes on suggestions.</i></p> <p>4) <i>The student should house their PDP in their Assigned BOX folder.</i></p>	
2	Review Academic Progress (Review every Term)	
3	Fieldwork (Level I Site / Experience/ Faculty Lead)	<p>Year 1 (Fall) Site:</p> <p>Year 1 (Spring) Site:</p> <p>Year 2 (Fall) Site:</p> <p>Year 2 (Spring) Site:</p>
4	<p>Accommodation Needs (For Didactic or Experiential)</p> <p><i>If a student plans to use/have an accommodation during LLevel 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</i></p>	
5	Semester Simulation Discussion (if applicable)	
6	Elective Process & Requirements	
7	Other:	