

SENIOR STUDENT ADVISOR FORM

PRIMARY ADVISOR _____ CHANGE PRIMARY ADVISOR _____

STUDENT NAME: _____
Please print

ADVISOR NAME: _____
Please print first & last name

ADVISOR EMAIL: _____
(Must fill out)

SPECIALTY: _____
(Must fill out)

MAIL SLOT: _____
(Must fill out)

I have agreed to act as the academic advisor and have read the advisor's responsibilities attached or on the back of this form of the student above for his/her senior year.

ADVISOR SIGNATURE

DATE: _____

Senior Advisor's Responsibilities

Senior Advisors are expected to:

1. Be a professional mentor for students.
2. Be familiar with College of Medicine academic policies and procedures relating to the junior and senior year of medical school.
3. Keep a file with a list of all advisees that includes the name of the advisee, academic transcript and evaluations.
4. Meet with advisees and review transcripts and clerkship evaluations.
5. Be available to assist students with academic questions and concerns during the year.
6. Approve initial schedule requests and schedule changes as requested by students throughout the year.
7. Assign an office designee in the event that you are unavailable to sign student change requests.
8. Advise students on various career choices and specialties within medicine.
9. Be familiar with national publications from the NRMP and the AAMC dealing with specialty choice (available from Dean's office).
10. Review student specialty choices and offer advice about student competitiveness within different specialties.
11. Be available and ready to assist any advisees that need additional assistance with ERAS and USMLE Match processes including letters of recommendation, interviewing, rank order lists, match and scramble processes.
12. Realistically discuss the student's chances of matching in their specialty of choice based on school and national match data. Review the data with the student. Review the number of positions available and number of applicants in SOAP to underscore the dearth of opportunities if the student does not match.
13. Discuss the advantages and disadvantages of applying to a second specialty.

Thank you.