Advisor Activation Cues
Year 1 of the PhD in Nursing Science Program

Schedule meetings with an agenda to ensure you get the advising you need. Below are suggested topic areas for you to discuss with your advisor in the first year of the PhD program.

Quarter 1 – Autumn Quarter
First Meeting Suggestions:

- Prepare yourself to understand the types of support you desire by reading *How to Obtain the Mentoring You Need* http://www.grad.washington.edu/mentoring/GradStudentMentor.pdf
- As referenced from the above document, "*Advising* focuses on the activities, requirements, and attainment of satisfactory progress through the steps needed to achieve a graduate degree (p. 5)".
- Introduce yourself and discuss what made you select the PhD program at the UW School of Nursing.
- Ask relevant questions to get to know your advisor.
    - How did you come to be my advisor? What is your interest area? I wish to work with your style: What do you feel is your main role as an advisor? What is the best way to contact you?
- Ask specific questions that you may have that could not be answered by reading the website.
- Important questions: What do you need to know about me to advise me in my academic program? What are the options for funding my study? How do I learn about those options? What information will you need from me to write your quarterly advising note for my student file this quarter?
- Request a meeting frequency and length, and suggest agenda topics for each meeting. For example: I'd like to meet with you once a month for ½ - 1 hour during my first quarter in the program. May we schedule those dates now? I will bring the topics I wish to discuss to our meetings. Will this plan work for you? Do you have suggestions for making our advising meetings effective?

Second Meeting Suggestions:

- Provide an update on your academic progress thus far.
- Describe any action items you completed since the last meeting.
- Ask specific questions that you could not answer by reading the website.
- Important questions: Now that registration is open for next quarter, I would like to begin selecting courses and developing my program of study. Can you please review with me the courses I've identified on the attached grid – and suggest others?

Third Meeting Suggestions:

- Provide an update on your academic progress thus far.
- Describe any action items you completed since the last meeting.
- Ask specific questions that you could not answer by reading the website.
- Important questions: I have so many ideas for research, how do you suggest I narrow my research focus area? Now that the second quarter in the program is approaching, shall we continue to meet once a month? May we schedule those dates now?
- I know that you need to write a quarterly advising note for my student file this quarter. Am I on track? Am I where I am supposed to be at this point in the process? Is there anything you need from me at this point?

Schedule meetings with an agenda to ensure you get the advising you need. Below are some recommended questions for you to ask as your first year continues, since your meeting frequency may change. Remember to describe any items you completed from a prior meeting.

Quarter 2 – Winter Quarter

- Read about forming a dissertation supervisory committee at http://www.son.washington.edu/students/phd/supcom/default.asp
- Given my interests in (identify specific topics), which faculty do you recommend I meet?
- I'm looking for opportunities to collaborate with faculty members on the topics of (identify specific topics). What is the best way to go about working with faculty members?
- At what point do you recommend I begin forming a dissertation supervisory committee?
- I'd like to start exploring formation of my dissertation supervisory committee. Can you please help facilitate committee formation? I understand it's best to first identify a chair and then identify potential members, and how faculty will interact. How do you like to be approached by students on this topic? Without defaming anyone, can you offer me any tips about the three names below?
- In anticipation of next quarter, can we please revisit my program of study, which I've updated to include last quarter's course work. Can you please review with me the courses I've identified on the attached grid for next quarter – and suggest others?
- I could use a reality-check, but with a heavy dose of hope and possibility. How am I doing?
- I would like to pursue a National Research Service Award in the near future. What is my first step?
- Are there training opportunities outside of coursework or professional organizations/conferences you would recommend, given my areas of interest?
- What information do you need from me to write your quarterly advising note for my student file this quarter?

Quarter 3 – Spring Quarter

- In anticipation of next quarter, can we please revisit my program of study, which I've updated to include all my coursework to date? Can you please review with me the courses I've identified on the attached grid – and suggest others?
- I understand that many faculty members have work contracts that end before Summer Quarter, so they are not available to meet for advising. Are you available for summer quarter advising? (Since you will not be available, can we discuss what you feel I may need to do over the summer to advance in my program? When can you and I meet again in Autumn Quarter?)
- I am hearing people talk about XXX (be specific – general exams, writing grants, writing articles, etc.). Can you share some ideas about how I can do that?
- Are there particular courses taught this Summer/Fall that you might recommend as complementary to the synthesis course, given that there is a limited number of courses typically offered in the summer?
- What information do you need from me to write your quarterly advising note for my student file this quarter?

Quarter 4 – Summer Quarter

- Email this note if you are not meeting with your advisor: Thank you for advising me this year. I was able to understand (provide specific details) because of meeting with you regularly. I will contact you again in (identify a time in Autumn Quarter) to schedule meetings for next year.
- If you are meeting with your advisor in the summer: I currently have additional interests. Given my interests in (identify specific topics), which faculty do you recommend I meet? Can we review my program of study to discuss my options for the next academic year?
- What information do you need from me to write your quarterly advising note for my student file this quarter?