



POPULATION HEALTH & SYSTEMS LEADERSHIP STUDENT ADVISING

Each nursing graduate student has one faculty adviser to assure her/his progress in the track curriculum.

FREQUENCY OF PHSL ADVISEMENT MEETINGS AND GENERAL PROCESS

- Schedule quarterly meetings with your adviser.
- You are expected to complete the Quarterly Progress/Planning Form and send it to your adviser at least two weeks prior to your scheduled meeting time. Your adviser reviews and sends your form back to you for you to finalize if changes are needed.
- At the meeting you and your adviser use the Quarterly Progress/Planning form for discussion. The form is signed by you and your adviser at the end of the meeting. The adviser then submits it to Student and Academic Services for your student file.

WHEN TO SCHEDULE YOUR ADVISEMENT MEETING

FIRST MEETING

- September or October

SUBSEQUENT MEETINGS DURING THE ACADEMIC YEAR

- Autumn quarter: in November
- Winter quarter: in February
- Spring quarter: in May

WHAT TO DO TO PREPARE FOR EACH ADVISEMENT MEETING

FIRST MEETING

- Introduce yourself--What is your prior experience in nursing? What are your short-term and long-term goals? What are your expectations about your program of study?
- Learn how your advisor can be most help to you.
- Review PHSL Quarterly Progress/Planning Form and note if you have any questions about program expectations or the form itself.
- Bring any academic, career-related, or practice-related questions you may have to discuss.

SUBSEQUENT MEETINGS

- Reflect on your learning progress and be prepared to discuss.
- Complete and email PHSL Quarterly Progress/Planning Form to your academic advisor at least 2 weeks prior to your scheduled meeting time.
- Review your academic advisor's feedback and finalize the PHSL Quarterly Progress/Planning Form.
- Print out and bring the final version of the PHSL Quarterly Progress/Planning Form to your advising meeting where you and your advisor will discuss your progress and plan and sign at the end of the meeting.
- Bring any academic, career-related, or practice-related questions you may have to discuss.

FORMS TO BE COMPLETED FOR THE MEETING

All forms are available by program at: <https://students.nursing.uw.edu/progression/forms-handbooks/>

- Population Health & Systems Leadership DNP Checklist
- Population Health & Systems Leadership DNP Quarterly Progress/Planning Form