PSM ADVISING

**Advising and Mentoring Guidelines** – review these!!!!
- MEET with your advisees at least once per semester – BEFORE they enroll for next semester courses. Make sure to set some guidelines regarding:
  - Nature of guidance
  - Frequency and style of meetings
  - Methods of informal communication
  - Turnaround time for major questions
- Offer work space in the PSM Student Offices - room 3083
- Be a resource for Grad School policies and procedures & Master's Requirements
- Provide training and oversight in professional integrity
- Encourage students to read current literature in their field

**Academic Requirements**
- Review PSM Requirements – found in handbook or Grad School site
- Discuss possible electives and independent study opportunities
- Discuss best professional skills core courses to take
- Help develop and approve Plan of study
- Discuss anticipated completion time
- Encourage participation in seminars and talks

**Internship**
- Provide guidance in choosing and applying for internships – know the guidelines
- Approve internship proposal
- Meet at least once with student and their internship supervisor, if possible
- Share oversight with external organization
- Read and assess evaluations from student and internship supervisor
- Assess final report
- Submit internship completion rubric to Mallory after student presentation

**Financial Resources**
- Encourage them to apply for scholarships and awards
- Write letters of recommendation as appropriate

**Professional Development**
- Encourage attendance at conferences and seminars
- Strongly encourage development of communication skills
- Encourage networking opportunities
- Advise on careers and jobs
- Refer them to SFS work opportunities