STUDENT ADVISING TRACKER WORKBOOK
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Rationale

- Career advising is a core function of many medical school learning communities
- At JHSOM, 24 LC faculty advisors are assigned a panel of 20 or more student advisees and are expected to meet 3 or more times a year with each one for academic and career advising
- In order to assist the advisors and our program, an electronic tracker was developed to record and track individual and small group meetings and other advising interactions with their students
Goals and Objectives

- Assist LC faculty advisors in keeping track of their advising meetings and other interactions with their students
- Provide a measure of advisor performance for annual feedback
- Enable audits and program reporting for internal and external reviews by school leadership and LCME
Methods

- A tracker is provided to each of the 24 LC faculty advisors, populated with their students across the 4 years or more of medical school – typically between 20-30 advisees per year.
- Each advisor maintains his/her own tracker by entering each visit and student advising interaction.
- These entries are then automatically displayed in a box at the top providing a dashboard of their cumulative totals in real time.
The Student Advising Tracker Workbook is created in Excel for Mac or PC and includes 6 work sheets:

1. Advisee Log
2. Instructions
3. 1:1 and Small Group Meeting Dates Schedule
4. Advisor Interventions
5. Advisee Milestones
6. Advisor Comments
Student Advising Tracker

TEMPLATE

Microsoft Excel Worksheet
Trackers are submitted by twice a year for audit

After auditing trackers are populated and updated for the next period and sent back to the advisors

The collected data is reviewed with the advisor at their annual meeting

Twice a year graphic representations are created from the collected data and shared with the advisor about the program and also individually about their performance
Student Advising Tracker
DATA & GRAPHS
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