

ACADEMIC ADVISEMENT PA

Pace University-Lenox Hill Hospital Physician Assistant Program NYC Advising

Each student will be assigned to a faculty advisor. The advisor will communicate formally with the student a minimum of two times per year via phone, video chat, email, or in person. At this time, progress in meeting the program's objectives, both academic and professional/behavioral, will be discussed. These sessions are an opportunity to frankly assess your strengths and identify areas for improvement, and to develop plans to capitalize on your strengths and improve your weaker areas. The advisor will also be available at other times to discuss issues of concern raised by you or others. The program faculty believes participation in the advising process is consistent with the behavior of a successful student.

Prior to each scheduled session, the advisor will collect data concerning your performance. You will be asked to complete a self-assessment portion as a basis for discussion (forms for your review are appended to this handbook). Student input is critical for the success of this process. Both advisee and advisor have specific responsibilities. Students are encouraged to use the Degree Works planner platform and bring a log for review during advisement meetings.

Physician Assistant Program - Pleasantville Advising Steps in Academic Advisement

1. Prior to the start of the didactic phase of the program - each student assigned to a principal faculty (PF) advisor.
2. Within one month of the beginning of the program's - Introductory Advisement session.
3. Advisement Session - at least twice per year.
4. Mid-term – Progression and Promotion Committee review of student performance
5. End of-term - Progression and Promotion Committee review of student performance
6. End of-didactic phase - Progression and Promotion Committee review of student performance
7. End of-program - Progression and Promotion Committee review of student performance

The program will implement the following system to ensure the academic counseling of students. Prior to the start of the didactic phase of the program, each student will be assigned to a principal faculty (PF) member as their advisor. Only principal faculty members will be responsible for the academic advising of students.

Within one month of the program's beginning, students are expected to meet with their faculty advisor to complete their Introductory Advisement Session. During the introductory in-person meeting, admissions data and any potential areas of concerns about the students pre-enrollment performance will be discussed with the student including study skills, learning styles, and the quality and quantity of study sessions. Additionally, the program will also provide group advisement sessions in the form of a study skills and time management seminar provided at the beginning of the didactic phase of the program.

Academic advisement will include a review of the student's progress in meeting the PA Program's academic and professional objectives, along with any other issues or concerns raised by the student. Prior to each scheduled advisement, the advisor will collect data concerning their advisee's performance including grades on various evaluation tools and feedback from instructors. The student's study skills, learning styles, and the quality and quantity of study sessions will also be reviewed at advisor meetings to identify areas for potential improvement.

After Introductory Advisement Session, students are to formally meet at least twice per year in person with their advisor. The content of academic advisement will be documented on the Program's Academic Advisement Form and maintained in the student's program file.

The Progression and Promotion Committee will meet mid-term, at the end of each term and at the end of the didactic phase and prior to graduation to discuss each student's academic progress. Each student's performance data and progress across the curriculum will be reviewed. Course instructors will be asked for input. Advisors will also give updates on any important events concerning their advisees. If a student is identified as having academic difficulties or other difficulties impacting academic and/or personal well-being, the assigned advisor will be asked to meet with the student and will document their conversation using the Student Advisement Form. Learning contracts and Academic Improvement Contract letters can be used to facilitate student success in accordance to remediation policies.

Students requiring remediation will be asked to meet with advisors more frequently. Advisors will frequently interact with advisees via email, especially those in the clinical phase of study. Advisors will follow students throughout the curriculum to integrate the didactic and clinical phases. Students on Learning Contracts will require longitudinal follow-up and assessment of subsequent progress. The Program Director (PD) will evaluate advisee load at the beginning of each year. New students will be randomly assign new advisees to PF to ensure an even workload.