



Advising Milestones for MHA Students

Before the Start of the First Semester:

____ Student: Attend the MHA Orientation held the week before the semester begins

First Semester:

____ Student: Sign **MHA Handbook Acknowledgement (return to PD)**

____ Advisor: Complete **SPH Advisor Contact Form** (every semester)

Second Semester:

____ Advisor: Complete **SPH Advisor Contact Form** (every semester)

____ Student: Contact SPH Internship Coordinator for Site Visit Schedule

____ Student: **Appointment of Advisory Committee Form** (Thesis or Professional Paper ONLY – Grad Rebel Gateway)

Third Semester:

____ Advisor: Complete **SPH Advisor Contact Form** (every semester)

____ Student: Complete **Plan of Study Form** (Grad Rebel Gateway – forms tab)

____ Student: **Prospectus Approval Form** (Thesis or Professional Paper ONLY – Grad Rebel Gateway)

Fourth Semester:

____ Advisor: Complete **SPH Advisor Contact Form** (every semester)

____ Student: Complete **Graduation Application** – (Grad Rebel Gateway)

____ Student: **Capstone/Thesis/Professional Paper Presentation**

____ Student: **Culminating Experience Form** (Grad Rebel Gateway – forms tab)

____ Student: Complete the **MHA Exit Survey** (emailed the last week of the semester by MHA PD)

____ Advisor: **Faculty Evaluation of Student Competency Attainment**