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

Revised: 8.1.21