



Policy Title: Academic Counseling and Support Policy and Process
Functional Area: ADMINISTRATIVE

Status: FINAL
Effective: 11/01/2017
Approved by: UIWSOM Leadership Council
Policy Contact: Director of Academic Support
Responsible Office: Office of Medical Education
Last Reviewed/Updated: 08/05/2023

Purpose: The purpose of this policy is to describe the goals, participants, resources and guidelines for academic counseling and support at UIWSOM.

Policy Statement

- 1) Description
UIWSOM is committed to providing academic counseling and support to all UIWSOM students.
- 2) Primary goal(s)
 - a) Support the academic success of all UIWSOM students
 - b) Provide early and continuing intervention for at-risk UIWSOM students
- 3) Participants
 - a) UIWSOM academic support personnel
 - b) UIWSOM current students
 - c) UIWSOM leadership from the following areas:
 - i) Office of Clinical Affairs
 - ii) Office of Admissions
 - iii) Office of Student Affairs
 - iv) Office of Medical Education
 - v) Phase I of the curriculum
 - vi) Phase II of the curriculum
 - vii) Student Progress Committee
- 4) Resources
 - a) Academic support personnel
 - b) Physical space
 - c) Minimal supplies
 - d) Audio-visual equipment
 - e) Publications and handouts
 - f) Appointment system (EAB Navigate) for scheduling appointments and storing student-specific appointment information and resources
 - g) Spreadsheet (Smartsheet) and File Storage (OneDrive) for tracking for documentation
 - h) Web presence (LibGuides, SharePoint) for resource development and dissemination
- 5) Guidelines
Academic counseling is divided into three areas: Group Academic Support; Individual Academic Support (by request); and Individual Academic Support (required).
 - a) **Group academic support.** Students are required to attend seminars, large-group discussions, workshops, and courses during the student's four years at UIWSOM. Topics include but are not limited to:

- i) Use of academic support resources (OMS-I)
 - ii) Time management (OMS-I)
 - iii) Test-taking strategies (OMS-I through III)
 - iv) Board preparation and planning (OMS-II & III)
- b) **Individual Academic Support (by request).** Students may schedule meetings for academic counseling during their self-directed learning time to identify and explore opportunities to strengthen and assist them in their academic, personal, and professional development and success.

Students contact the Director of Academic Support or the Learning Specialist to schedule an appointment through Navigate, which allows students to self-schedule based upon open availabilities. Services include instruction and support in the following areas:

- i) Board exam preparation and study planning
 - ii) Concentration and memory strategies/skills
 - iii) Learning preferences and assessment
 - iv) Motivation and goal setting
 - v) Note-taking, listening, and reading strategies/skills
 - vi) Organization strategies/skills
 - vii) Stress management and test anxiety
 - viii) Study and learning strategies
 - ix) Test preparation and study planning
 - x) Test-taking strategies
 - xi) Time management and organization
 - xii) Transition/adjustment
 - xiii) Use of learning resources
 - xiv) Referrals to other services (e.g. behavioral health counseling, student disabilities services, content experts)
- c) **Individual Academic Support (required).** Repeat students as well as those who have been identified as at-risk due to exam scores are required to complete academic support meetings and tasks as defined by collaborations among Curricular Leadership, the Office of Clinical Affairs, the Office of Student Affairs, the Office of Medical Education, and the Student Progress Committee.

Additional learning opportunities in the form of workshops, online resources, and online modules are developed and updated on, at minimum, an annual basis.