



Faculty Advisor Quick Start Guide

This document is designed to help you get started with a new VSA Dog Trainer Course student as a Faculty Advisor. You can follow the steps in this guide to quickly get up and running anytime you are assigned a new student.

Step 1 – Confirm Availability to VSA

When you are assigned a new student by VSA, you will receive an email from VSA notifying you of the assignment. Your first step before doing anything else is to respond to VSA by ‘replying all’ to the email confirming that you’re available to take on the student or not.

Step 2 – Send Introductory Email to Student

Once you’ve confirmed to VSA that you can serve as the new student’s Faculty Advisor, you should email the student introducing yourself with the intent to schedule your initial Office Hour meeting. To complete this step you can use the email template for the introductory email found in the ***FA-Student Email Communication Templates*** document in your welcome packet.

Step 3 – Schedule Initial Office Hour

Once in email contact with your student you should work to accomplish two primary goals:

- Determine a mutually agreeable videoconferencing platform on which to conduct Office Hours meetings
- Schedule a mutually agreeable time (ideally within one week of first contact) to conduct your initial Office Hour

Step 4 – Conduct Initial Office Hour and Follow-Up via Email

Conduct your initial Office Hour meeting with your new student by following the ***Initial Office Hour Guidelines*** document found in our welcome packet, then follow-up with your student after the meeting using the email template in the ***FA-Student Email Communication Templates*** document.