



CICM

Chulabhorn International College of Medicine @ Thammasat University

Academic Advisor Handbook

2019–2020

Office of Assistant to the Dean for Student Affairs,

Chulabhorn International College of Medicine, Thammasat University

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Advising Calendar

Each student will be one of four to six students per pre-clinical faculty advisor. Students enrolled in the Medical (English Program) will also have one clinical physician who will assist in overseeing their transition to the wards and early years of development into a clinician. Early exposure to clinical counterparts will provide an ideal physician mentor.

Effective advisors encourage students to make the most of their time at CICM and Thammasat University. By the time of their graduation, each student should have explored various fields of medicine, learned from outside the classroom and Thailand, and participated in meaningful work for the benefit of the public. As a student advisor, you can help your students move toward these goals by encouraging them in ways they may not have considered. Here are a few tips to keep in mind:

- Take an interest in your students' academic and life plans. Listen to their plans, ask questions, and suggest issues they should consider as they chart their paths.
- Ask pointed questions about your advisees' life. Keep records about your advisees in order to carry on a sustained conversation with them throughout the year.
- Be available to your students, particularly during the beginning of the year. Let students know the best way to reach you—by LINE, by phone, by email, or by making an appointment with your departmental support staff.
- Encourage students to develop their network of support. Refer them to faculty and staff who can answer the questions you cannot answer. Remind students that even the best advisors don't have all the answers. Encourage them to contact deans, Student Affairs staff, the Assistant to the Dean for Student Affairs, and other sources of support as they put their plans together.
- **New Policy & Procedures:** Advisors are required to meet with students 4 times per academic year, two of which will be hosted by the Faculty (CICM). Additional visits shall be verified via signed document with signatures from both the staff and student. We encourage you to consider meeting with your advisee more than four times per year. Office hours should be submitted to the Office of Student Affairs no later than the first mid-terms of the Academic semester. A Facebook page has been set-up to link up staff with information regarding meetings and orientation events. We encourage all to consider joining this to assist with dissemination of information.

Advising in the First Year

To ensure that students have the guidance and support they need to make informed choices, the University assigns each first-year student one advising partners. As an academic advisor, you have the ability to provide a broad institutional perspective while informing, encouraging, and challenging your students.

Your Advisees' Responsibilities

As the primary navigators of their education, students at CICM are expected to assume responsibility for their own educational decisions, but they are also expected to keep an open mind and listen to many points of view. They receive a wealth of information from the Office of the Student Affairs at CICM and Thammasat University.

Your Upperclassmen (Senior) Responsibilities

Senior Peer Advisors are sophomore and upper-class students who can help you and your 1st-year students navigate the CICM curriculum. They also attend group advising meetings during Orientation and throughout the year. You

and your Senior peer advisor—together with your 1st-year students—form the foundation of the advising partnership at CICM.

The advantage of this approach is that advisees can ask a single question and receive an immediate answer from two experienced individuals, one from a Professor level and one from a lecturer. Such an exchange frequently leads to spirited conversation and sets the tone for a cooperative approach throughout the year. Seniors provide a valuable student perspective on course management and may have knowledge of curricular areas unfamiliar to you. You should make sure they share their experiences. Remember, too, that you are a mentor to your Senior peer advisor, who is gaining valuable leadership experience from working as a partner with you.

FIRST-YEAR PROGRAMS

Various yearly events are held that provide easy opportunities for staff to gather with their students without having to work around hectic schedules. We invite all advisors to be aware of and cordially invite you to participate if available.

Rub Nong

Prior to the start of the Academic school year, typically following Orientation, Rub Nong is organized by second years to welcome their new juniors to CICM and Thammasat University. The previous two years, students have been able to enjoy a weekend filled with activities in Nakhon Nayok province. Recently, we have relocated to Thammasat campus for our activities.

Orientation

All first-year students are required to attend Orientation prior to the beginning of each academic school year. Students meet with administrators for the first time and understand what it will be like to be a student at CICM. This is the first of two-scheduled events for faculty advisors and is mandatory.

SECOND-YEAR PROGRAMS

Ajarn Yai Ceremony

Traditionally held in the Fall of each semester, a merit ceremony is held to honor and cherish instructors, those who donate their body for the education of students in the healthcare fields. Students organize events for families of the deceased and perform a traditional Thai ceremony. Students, faculty, and family members alike enjoy an important day to pay their respects.

Rub Nong. Please see above.

FOR ALL YEARS

CICM Parent's Day and Cultural Day

Students lead the way to celebrate the academic year during the Spring. Parents are invited to query administrators regarding issues from throughout the year. Students entering the clinical wards are given a special send off by administrators and faculty alike. The evening is capped off with a buffet dinner and a show put on by our first-year students. Our second-year students assist with the farewell during the evening proceedings.

Wai Kru

Traditional Thai event where respect is paid to lecturers and administrators alike. During September, this event also recognizes students who have performed academically superb during the year.

If you have concerns about a student's health or well-being, or if you know one of your advisees is having an issue with a roommate, or with housing in general, you should call the Office of Student Affairs and contact Khun Bow.

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Advising Fundamentals

Advisor Orientation Sessions

We offer one orientation session to help you prepare for your 1st year advising meetings; an additional 30-minute session is available for new advisors upon their request. See the calendar at the back, and the letter accompanying this handbook, for more specific information about dates and times. If you have not received information about a session and would like to attend one, please contact Khun Kwan ().

Assistant to the Dean Dhavet Setabutr, M.D. lead these sessions, along with selected faculty and staff. You will be able to ask questions, share advising tips with other faculty, and review new advisees' folders.

If you cannot attend an Advisor Orientation Session, you can pick up your advisees' folders in the Office of Student Affairs prior to your 1st advising meeting. Please contact Khun Kwan at or cicm.tu.sa@gmail.com if you need to do so.

Advising Tools

Advisors are provided with a number of advising tools to help them in their conversations with advisees. Please contact the office for specifics. Student folders are available to advisees prior to the start of the school year (please see below).

Student Folders

As mentioned above, you will receive paper folders containing information about your advisees at the orientation sessions before the start of classes. The folders contain admission essays, high school transcripts, and other relevant information.

Academic Access

Advisors are eligible for access different kinds of student information. If you contact the Office of Academic Affairs, you will be able to access eligible information regarding student's grades and academic achievement. Those students at risk for academic probation will result in contact with the Assistant to the Vice Dean for Academic Affairs in a timely manner.

Course Browsing and Selection

- Advise students to check for **final exam conflicts** when designing a semester schedule. Students should be aware that they will not be excused from taking final exams at scheduled times because of travel plans or other commitments.

Dining with Your Advisees

Sitting down to a meal is a powerful way to cement social and academic bonds among members of your advising group. Secondary to budgetary restrictions, we are unable to reimburse advisors for meals, but hope to in the future.

First-Year Advising

Preparing for First-Year Advising Meetings

Remember to

- Confirm the place and time of your 1st advisee group meeting in the 1st-year student meeting location in your packet.
- Read the First-Year Student Profile sheets for demographic information and test scores. Skim their admission essays to get a sense of who they are and why they wanted to come to CICM.

The First-Year Student Profile Sheet

- Read the letter each of your advisees wrote to you. Copies of the letters are included in each student's profile. Students were asked to write a letter to you about themselves. The writing prompt given to students appears on pages 15–16 of this handbook.
- Write notes on individual students in preparation for meetings. Academic issues are obviously important, but don't neglect references to any extra-curricular interests the students mention. These activities will ideally be integrated into a student's overall CICM experience, so they are definitely material for discussion as well.
- The letter provided to the advisor will be profiled in the following format:
 - Excerpt given to students:
 - Think of the letter as a way of introducing yourself to your advisor, giving him or her a sense of who you are and how you think. While you are introducing yourself, you should also talk a bit about your goals and aspirations for CICM. How do you imagine yourself changing during your four or six years here? Please submit your letter online to cicm.tu.sa@gmail.com by August 1. We will make sure it gets into your advisor's hands before your 1st advising appointment.

Below is a sample 1st-year student profile sheet. The information in this case has been generated for the handbook and does not represent an actual student. The glossary after the profile will help you interpret the profile.

Name: Phaosawasdi, Mongkol ID: B800237643 Intended Concentration: Medicine School: INTERNATIONAL SCHOOL OF BANGKOK Home Address: 45 Soi 14 Thonglor, Ekkamai, Bangkok, Thailand

SEX: M

Rank: 1

Entering Fall 2019

Pre-Admit Tests

BMAT

GLOSSARY

Thai ID: Thai identification number

Proposed Concentration: This choice was made prior to enrollment.

Sec. School Rank: The student's rank in their school's graduating class, if provided by the school (not particularly useful, since the size of the class is not shown; moreover, it is the policy of some schools to give every student the same ranking).

Pre-admit Tests and Scores:

TOEFL (Test of English as a Foreign Language):

Students from Thailand, other countries whose first language is not English must take this exam. The minimum score CICM allows on the TOEFL is available from Academic Affairs.

Meeting with your First-Year Advisees

Orientation GROUP Meeting with Advisees

WHEN: Orientation 2019 **WHERE:** TBA

PURPOSES of the Group Meeting

1. To get to know your advisees and to provide them with an opportunity to know a bit about you.

2. To introduce and to explain the roles of the academic advisor, the peer student advisor, and the advisee in the advising partnership.
3. To begin a discussion of each student's goals and academic plans, using the letter they were asked to write to you over the summer, as well as the essay they wrote when they applied for admission.
4. To review critical academic rules and regulations, including the academic code.
5. To encourage students to take charge of their education by initiating contact with you and by thinking strategically about their academic futures.
6. To tell students how they can contact you throughout the year (e.g. during office hours, by appointment, by email, by phone). **Please emphasize the need for students to check their Thammasat email accounts regularly.**

SUGGESTED AGENDA

I. Introductions (5 minutes)

II. Advising Partnership (5 minutes)

III. Academic Plans (30 minutes)

Using the First Readings assignment as a starting point, each student has been asked to write a short letter to you describing their academic goals and other information that might be useful in advising. (See page 15.) Use these letters, which should be in your students' individual academic folders to initiate discussion of academic plans and aspirations. To begin, you might ask students to read a section from their letters that they are comfortable sharing with the group. If advisees have not written the letter, tell them that they are expected to do so as soon as possible and to submit it via the student affairs e-mail address.

IV. Academic Code (5 minutes)

When students enter CICM, they become members of a scholarly community that is governed by principles important in the field of healthcare. Although Thammasat is known for more lax and liberal views with regards to dress and communication, at CICM we strive to produce leaders in the field of healthcare that require a level of professionalism unmatched by others.

Academic advisors can help students understand the necessity of conforming to the principle of academic integrity in particular. Please take a few minutes in your group meeting with your advisees to discuss the code.

Suggested approach:

The penalties for violating the academic code range from reprimand to expulsion from the University. Ignorance or misunderstanding of the code is not an excuse for dishonesty. Explain to your advisees that they should consult their course instructors or an academic dean if they do not understand the rules on citation in a particular course or how they may be interpreted in practice.

VI. Questions (5 minutes)

FIRST Individual Meeting with Advisees

WHEN: 1st Quarter **WHERE:** Your choice (or the area you have designated)

PURPOSES: Get to know advisees individually. Discuss academic goals. Discuss current issues.

SUGGESTED AGENDA

I. Getting Better Acquainted

Discuss the student's background and interests. What are his or her initial impressions of CICM? What general expectations does the student have for the fall semester? Share your own personal experiences and background. The student's letter to you about his or her academic goals and interests will be useful in this discussion.

IV. Plan Future Meetings

- Confirm advisees' telephone and campus box numbers.
- Remind students to check their Thammasat email so that messages from faculty and deans are received.
- Review schedule of future meetings and their purposes. Encourage students to drop by your office, make an appointment, or call or email as questions arise.
- Schedule next advising appointments, between the first and second quarters.

V. IMPORTANT:

If an advisee does not respond to you when you reach out, the student could be insufficiently engaged with his or her courses. Homesickness, too much socializing, and too many extracurricular activities are common problems at this time, and early intervention is crucial. If you have any concerns about an advisee, please contact Khun Kwan, the staff who handles student affairs. They will follow up with the student and connect them with appropriate sources of academic and personal support.

SECOND Individual Meeting with Advisees

WHEN: xx **WHERE:** Your office

PURPOSE: A second advising meeting early in the semester can help students feel they are receiving ample support during their transition to college life. Not seeing an advisor at this time can feel strange and contribute to students feeling as though no one is involved with or cares about them.

II. Discuss courses and encourage communication with faculty.

Ask if the courses in which your advisees are enrolled measure up to their expectations thus far. Inquire about the rigor and breadth of the courses they are taking, and whether the student feels under- or over- challenged.

New students are often reluctant to talk with their instructors; encourage them to visit their professors' office hours. Give them suggestions about what to talk about in their instructor's office hours. Those students who are beginning to flounder may be too frightened or too proud to reach out for help, so take the initiative. If an advisee is having difficulty coping with the volume of work, with his or her free time, or with a particular matter such as note-taking, mention group study sessions or resources in Academic Affairs. Contact information for these programs is on page 17 of this handbook.

THIRD Individual Meeting with Advisees

WHEN: xx **WHERE:** Your office

PURPOSE: Discussion of progress during Semester I and pre-registration for Semester II

SUGGESTED AGENDA

I. Discuss current courses and midterm examinations.

Ask advisees about their midterm exams. Were the exams what they expected in terms of difficulty, length, and course material covered? Did they feel adequately prepared? If not, suggest they consult their professors, obtain academic coaching, or attend a group study session. (See the discussion of academic support services on p. 38.)

If you believe that an advisee may have special personal circumstances or a disability that affects his or her ability to succeed, refer the student to the Dean of the College or Office of Student Life. If the situation merits doing so, a workload reduction for one or more semesters may be approved.

Students having the most academic difficulties are sometimes least willing to discuss them. Often coming from the top of their secondary school classes, most CICM 1st-year students have never had academic problems and the experience unsettling. Stress to your advisees, both now and throughout the year, that disappointment and even failure occur in the 1st year. Remind them that many other students have experienced difficulties in adjustment and have gone on to very successful careers at CICM and beyond.

FOURTH Individual Meeting with Advisees

WHEN: xx **WHERE:** Your office

PURPOSES: Discuss the student's academic goals in the context of progress to date and prospects for the coming semester.

SUGGESTED AGENDA

I. Assess progress in Semester I.

Check students' grades and the number of courses they passed by consulting Academic Affairs. Congratulate students who passed their courses and students whose academic performance is outstanding. With students who passed fewer than selected courses and are not on approved course load reduction, emphasize the necessity of passing.

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II. Discuss Semester II goals.

How has the student's experience thus far at CICM affected his or her goals? Did reality match expectations? How does this assessment influence expectations for the coming semester?

Discuss the student's anticipated academic performance during Semester II. If a student has not done well in Semester I, he or she may be feeling particularly vulnerable. Consequently, care should be taken in discussing past performance, potential, and projected success or failure.

Sophomore Advising

Advising second-year students mirrors the work of advising first-year students in many ways. Sophomores should remain attentive to breadth and balance in their studies; explore beyond their comfort zones; and continually evaluate their own curricular choices and decisions.

Sometimes, however, sophomores lose focus and feel anxious about their academic future. This very uncertainty may make them less inclined to seek advising.

An attentive advisor can help sophomores who have stumbled or who lack a sense of direction to stand their footing and to progress academically. Sophomores should begin thinking about gaining international experience, working with a faculty member on an independent research project, and looking toward some senior goals.

Research and Fellowships

Sophomores are eligible for a number of research and fellowships opportunities. Faculty members are always looking for assistants in the lab or students with their own projects in mind.

Curricular and Co-Curricular Opportunities

Study Abroad and in the hospital

Most students who study away from CICM do so towards the end of their third year. The time to plan for that time away is during the sophomore year.

To explore study abroad options, students can start with the website of the Faculty and then attending various information sessions. GHLO, which is a collaborative association amongst medical schools around the world, welcomed CICM to their ranks this past year. Students will be instructed on the possibilities with this membership.

Other Concerns

Sophomore “Slump”

The “sophomore slump” is more than just a cliché. Many students experience a sense of aimlessness and anxiety at some point in their college education. This often occurs during their second year, when idealistic aspirations are abandoned but not yet replaced with more realistic plans for concentrations and careers. We suggest that the best antidote to the sophomore slump is to help students move from a place of panic or helplessness to a place of action. Ask your students to assess their strengths and interests. You might also reassure your advisees that any plans they make now can be changed and that they are not closing any doors by choosing one course of action over another.

Leaves of Absence

Sophomores who lack direction may also benefit from taking time off. A break from full-time studies can help students gain perspective and renewed energy for the rest of their undergraduate education.

Advisors can help students determine whether or not a leave of absence is warranted, but it is critical that students consult with an academic dean before making a decision. The deans can explain all of the ramifications of leave-taking to students, including how a leave will affect the date of degree completion.

Meetings with Your Sophomore Advisees

Advisors are asked to meet at least three times with their sophomore advisees. The following schedule is intended to serve as a general guide.

FIRST Meeting with Sophomore Advisees

WHEN: xx

WHERE: Your office (or another area you have designated)

PURPOSES: Become acquainted or reacquainted; help student assess key issues

SUGGESTED AGENDA

I. Take stock. Review the 1st year, identify key issues and concerns, and consider future goals. Self-assessment questions can be useful in this 1st advising conversation: Why did you come to CICM? What are your primary interests and goals? What did you learn about yourself during your 1st year, and how does that shape what you want for your second year? What have you learned from the successes and challenges of your 1st year? Finally, who's your network? Encourage students to contact all faculty members and administrators who made a difference to them in their 1st year.

II. Discuss Academic Warning and Serious Warning. It may happen that an advisee has been placed on academic Warning or Serious Warning for the previous semester. If this is the case, it is imperative to discuss why he or she has been placed on warning and to help him or her set a realistic plan for returning to good standing.

III. Discuss academic plans. Review student's 1st-year courses and evaluate progress toward graduation. What are your thoughts or aspirations regarding life after CICM?

IV. Raise co-curricular possibilities. Is your advisee interested in study abroad? Undergraduate research or fellowships? An internship? Leave-taking? If the student expresses interest in one or more of these options, refer him or her to the appropriate office or dean.

SECOND Meeting with Sophomore Advisees

WHEN: xx

WHERE: Your office (or another area you have designated)

PURPOSES: Reflect on this semester's academic experience thus far

SUGGESTED AGENDA

I. Solicit feedback on the current semester: Are you satisfied with your classes? How is your work load?

III. Identify action steps. What steps should you take before this semester ends that will help you to make decisions about, electives, leave-taking, etc.?

THIRD Meeting with Sophomore Advisees

WHEN: xx **WHERE:** Your office (or another area you have designated)

PURPOSES: Review Semester II

SUGGESTED AGENDA

I. Take stock. Review the student's academic performance in the 1st semester, and consider his or her patterns of course selection over the 1st three semesters. You may be able to see an area of interest emerging that the student does not. Or you may notice that the student has struggled with a particular set of courses. In the latter case, probe gently to determine the student's willingness to modify his or her intended academic path.

IV. Identify action steps. Other than progression, are there decisions you need to make or steps you should take before the end of this semester? Are there any financial woes? Is preparation for National Licensing examinations initiated yet (if necessary (i.e. Medicine))? Who among the faculty can you approach to request a letter of recommendation?

Note: If a student is unable to identify a single faculty member whom they know well enough to request a letter, consider this a red flag. You may advise the student about how to build relationships with faculty; you may also refer the student to an academic dean, who can have a more extended conversation with the student about how to take charge of his or her academic experience at CICM.

Academic Rules and Regulations

Advisees on Warning and Serious Warning

If one or more of your advisees have been placed on academic Warning or Serious Warning, it is imperative that you discuss with the students why they have been placed on warning and help them set realistic plans for returning to good standing. This section provides guidance to advisors on how to structure this conversation.

How should a student respond to being on Warning or Serious Warning?

The most useful response to being placed on Warning or Serious Warning is a close examination of the reasons for the student's academic difficulties. Problems can arise for many reasons: poor preparation in a subject area, lack of interest in a particular course, illness, problems of social adjustment, etc. Some students who begin an intensive, highly focused program, such as in science or engineering, discover that they lack the back-ground and/or motivation to cope with the unexpected level and volume of work. Encourage these students to think about alternate educational goals.

Support for Adjustments and Transitions

First- and second-year students ask academic advisors for help or information in a wide range of areas. In addition to asking for academic guidance, students may talk about dealing with parental expectations and demands, homesickness, feeling overwhelmed, or the need to take time off from CICM. Some advisors choose to address these issues directly. Others prefer to restrict advising discussions to academic matters.

Whatever your preference, we encourage you to refer students to appropriate campus resources. Advisors most commonly refer students to the Dean of the College, the Office of Student Affairs, Information about the kinds of support offered by each of the offices listed is provided below. Contact information for academic and student life deans is provided on page 41.

Dean of the College (DOC)

Health Sciences Complex Bldg. (Learning & Service) (Piyachart 2), 10th Floor (09.00-16.00)

The academic dean is your primary source of support for any academic issues related to your students. Contact Khun Proud to coordinate a meeting.

Assoc. Prof. Nuntra Suwatarat, M.D.

Office of Student Affairs (OSA)

Health & Sciences Complex Bldg. (2nd Floor) (Piyachart)

Student Life deans can assist students with general concerns related to life on campus, academics, or accessing appropriate resources. The staff also provides support for students who need assistance or advice during a particularly stressful or demanding period.

Psychological Services

Associate Professor Dr. Pairath Tapachadepone, M.D., Second Floor (Piyachart, Office of Student Affairs)

Students experiencing homesickness, test anxiety, or other emotional difficulties that interfere with their school work may benefit from consultation with a physician. Students with general concerns should call Khun Kwan to discuss prior to an appointment being held.

Student Safety or Conduct Concerns

Contact Numbers (see pg. 17)

Office of the Dean of the College

(Health & Sciences Complex)

Assoc. Professor Adis Tasanarong, M.D., Ph.D.

Affiliate Offices

Office of International Relations / Public Relations, 5th floor (H&S Complex)

Khun Oa (Sunio)

Khun Prair

Office of Student Affairs (5th Floor)

Asst. Prof. Dhawe Setabutr, M.D.

Khun Kwan

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(5th floor)

Khun Nic

Residential Life

(5th floor)

Khun Kwan

Other Offices of Quality Improvement

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Advising Calendar: 2019–2020

SEMESTER I

Wednesday, August 8 All Orientation

Wednesday, August 14, 2019 – Ajarn Yai Ceremony 08.00

Wednesday, August 14, 2019 – Lab coat ceremony, 15.00

Wednesday, August 21, 2019 – หมอหัวใจ Volunteer Event, Thammasat Hospital, 13.30

Wednesday, September 4 – USMLE Informational, 15.00, Piyachart

Up to date schedule available at www.facebook.com/CICMTUACTH

SEMESTER II

Office of the Head of Student Affairs of CICM Pathum Thani, Thailand

Chulabhorn International College of Medicine Thammasat University
Office of the Director at Rangsit Campus is located on 2nd floor of Piyachart Building.

Thammasat University, Rangsit Campus

99 Moo 18 Phahonyothin Rd Klonglung, Pathum Thani Thailand 12120

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