



# Head of Advisory House and Longitudinal Coach:

*What are Each of  
Their Roles?*

Yale SCHOOL OF MEDICINE

# Differentiating Roles of Head of Advisory House and Longitudinal Coach

## HEAD OF ADVISORY HOUSE

- Oversee academic performance and progress for all students in the advisory house
- Connect students to extensive academic and personal support systems including learning specialists, director of performance improvement, tutors, disability services, Office of Diversity, Inclusion, Community Engagement, and Equity (DICE), mental health counseling, chaplain services, etc., who all meet regularly with heads of advisory house
- Provide administrative approval (in collaboration with deans) for course add/drop, class or rotation absences, self-assessment and qualifier extensions, thesis extensions, leaves of absences, fellowship and extended study applications, global medicine rotations, letters of good standing, special scheduling requests, etc.
- Meet each student (entire advisory house) one-on-one at least one or two times per year
- Communicate with longitudinal coach if additional support services may be needed
- **NOTE:** *No evaluative role (i.e., no grading or recommendation letters, no role in decisions about students progressing to the following year or graduation, etc.)*

### Academic Progress & Support

## LONGITUDINAL COACH

- Focus on granular details of longitudinal academic performance, including knowledge and skill acquisition, learning techniques, and educational milestones and competencies
- Monitor student progress reviewing the student's formative and summative assessments, self-reflections, narrative feedback, and other relevant data
- Assist students in identifying areas of achievement, and areas for improvement or potential concern
- Develop goals and action plans that are customized to the student's needs and learning style and can help students overcome learning challenges
- Access to their students' Medtrics data (electronic portfolio of assessment data)
- Meet each of their students one-on-one at least four times per year (12 on average)
- Collaborate with head of advisory house to connect student with additional support systems including learning specialists, director of performance improvement, and tutors, as needed
- **NOTE:** *No evaluative role (i.e., no grading or recommendation letters, no role in decisions about students progressing to the following year or graduation, etc.)*

### Career & Academic Advising

- Host regular class-wide, small group, and individual meetings to discuss clerkship and USMLE board preparation, research time, MD-PhD, other joint or dual degrees, fellowships, fifth-year options, sub-internships, electives, away rotations, graduation requirements, and all aspects of Residency Match preparation (MSPE, personal statements, applications, interviews, rank order lists, SOAP, couples match)
- **NOTE:** *Role regarding MSPE is to write non-evaluative summary paragraph and review/sign the document for residency applications based on evaluations from rotations, but explicitly do NOT insert own assessments or evaluations*

- Provide personal career-related insights and referrals, as needed

### Community-Building

- Oversee community-building events in collaboration with student house representatives to foster social, networking, mentorship, and educational opportunities, including regular small-group lunches and dinners, annual MD-PhD tea, welcome BBQ/picnic/pool parties, fall and spring social events
- Connect students to vast network of affiliates for additional mentorship and support (including faculty, house staff, alumni, librarians, and community members)

- Participate regularly in advisory house social events as trusted faculty members