



600/700 Wilder Tower, Memphis, TN 38152 | memphis.edu/caas

Weekly Intern/GA Meeting Topics
Fall Semester

Fall Semester:

August 30	No Meeting – Catch Up on scoresheets, projects; ask questions, etc.
September 6	Role of a Successful Advisor Article: Setting Boundaries
September 13	Learning Disabilities/Testing
September 20	Professional Development
September 27	PSA Initial Eligibility Evaluations – Domestic Freshman
October/November	Must sit in on at least 3 advising appointments
October 4	PSA Initial Eligibility Evaluations Continued
October 11	Coaches Panel
October 18	Advising Philosophy & Advising Process
October 25	Mock Advising Appointments
November	Prep advising appointments on your own
November 1	Advising Tips (Folders/Management/Binder)
November 8	NCAA Eligibility Homework
November 15	Professional Development
November 22	Planning 2 nd Semester/IGA Manual
Before Break	Mock Phone Interviews
Before Break	Meet individually with Associate Director/Learning Specialist for semester evaluations; discuss thoughts for spring and career goals

Weekly Intern/GA Meeting Topics
Spring Semester

Spring Semester:

January	Mentors meet with sport counselors to discuss spring assignments
January	Set up time to review resume/cover letter with Katie
January 15	No Meeting – Catch Up on Scoresheets, projects; ask questions, etc.
January 22	Team Meetings/Head Coaches Meetings
January 29	Advising Scenarios/Banner Training/SSC Campus/UM Degree
February	Set up Mock Interviews; complete before “Job Hunting” Session
February 5	Professional Development
February 12	PAWS Program
February 19	Advising Follow Up
February/March	Must assist/advise at least 3 appointments (3 different advisors)
February 26	Interviewing/Job Hunting/N4A APR/GSR/—APP Program as a whole
March 4	Eligibility Scenarios
March 11	SPRING BREAK (NO Meeting)
March 18	Communication with PSA-recruiting until student arrives on campus ·International students, Recruiting Visit Protocol, Communication with New Students, Summer Assessment for Advising
March 25	Continuing Eligibility
April 1	Coaches Panel
April 8	Tutor Coordination/Program
April 15	Professional Development
April 22	Higher Education Landscape (structure, finances, what institutional factors influence our jobs?); Cover letter/Resume Feedback; Job Search Update; N4A Convention – do’s and don’ts
April 29	IGA Reflection/Experience/Update Manual
May	Interns/GA’s finalize manual