



**Faculty Advisor Handbook  
2019-2020**

## **Your Role as a Faculty Advisor**

The role of the faculty advisor is to motivate future leaders in the PA profession by encouraging participation, providing information about resources, and nurturing interest in the activities of the program's student society. The Faculty Advisor Handbook is designed to familiarize faculty with the Student Academy, so faculty can assist the student society in getting registered and getting involved.

## **Organizing Your Student Society**

### **Elect Student Society Officers**

To be an officer in a registered student society, the student must be an AAPA student member. The Student Academy recommends the following student society officers be elected:

- **President**
  - Presides over the monthly meetings,
  - Sets the meetings' agendas and submits them to the secretary for copies and distribution,
  - Registers the student society with the Student Academy starting September 1,
  - Reads and utilizes the Student Society Handbook published by the Student Academy.
- **Vice President**
  - Assists the president, presides in his or her absence, and informs the membership of various student issues and activities of the Student Academy,
  - Reads and utilizes the Student Society Handbook published by the Student Academy.
- **Secretary**
  - Maintains all records of the student society,
  - Records minutes of meetings,
  - Notifies members of forthcoming meetings,
  - Notifies candidates of their election,
  - Carries on the general correspondence of the student society,
  - Responsible for distribution of the agenda and other items for the meeting.
- **Treasurer**
  - Coordinates the collection of dues,
  - Maintains the student society bank account,
  - Reports to the membership the student society's financial status at each general meeting.
- **Student Academy Representative (SAR)**
  - Distributes all Student Academy information to his or her program. The AOR representative will also serve as a point of contact for the Student Academy Board of Directors and the regional director.
  - The SAR should also attend the annual Assembly of Representatives (AOR) meeting at [AAPA's Conference](#) to elect new Student Academy Board members, discuss and vote on AOR resolutions, and conduct business as necessary on behalf of your student society and PA program.
  - The SAR will also discuss the AOR resolutions with the student society members prior to the annual conference, so that the AOR representative knows how to vote for his or her constituents. [Past and current AOR resolutions](#) can be viewed online and will be updated prior to the annual conference with the resolutions to be discussed at conference.
  - Regularly monitors the Student Academy website at [www.aapa.org/StudentAcademy](http://www.aapa.org/StudentAcademy),
  - Reviews the AOR Toolkit, sent prior to Conference and other information related to the AOR,
  - Participate in conference calls with other SARs from around the country.
- **Student Academy Alternate**
  - May replace the SAR at the Assembly of Representatives meeting if the SAR relinquishes their seat either temporarily or permanently.
  - Responsible to getting all Student Academy materials from the SAR, as information will only be sent to the seated SAR.
  - Participate in conference calls with other SARs and alternates from around the country.
- **Student Diversity Committee Representative (SDCR)**

- Disseminates information to students regarding diversity issues that may affect the delivery of health care to various populations,
- Coordinates local activities and community outreach projects.
- **State Chapter Student Representative (SCSR)**
  - Attends all constituent chapter board of directors' meetings and report back to their student society;
  - Helps maintain student society continuity from year to year by assisting the incoming class with the elections of officers,
  - Informs the incoming class about the importance of professional involvement,
  - Educates student society members on local and national PA issues.
- **Outreach Chair**
  - Establishes communication with other health professional students such as future physicians, nurses, physical therapists, occupational therapists, etc.
  - Educates student in other health disciplines about the role of PAs,
  - Works with other city, county, state, and community related organizations to promote PAs and get PA students involved with the other organizations.
- **Historian**
  - Helps maintain student society continuity from year to year by assisting the incoming class with the elections of officers,
  - Informs the incoming class about the importance of professional involvement and AAPA membership,
  - Educates student society members on historical PA issues.
- **HOD Student Delegate (this position requires an application with Student Academy staff and selection by the Student Academy Board)**
  - Application: <http://www.formsite.com/aapa2/form836626995/index.html>
  - Please note that while your student society may have an elected HOD student, multiple students can apply for a position on the HOD student delegation from the same PA Program.
  - Only students who go through the application process with the Student Academy and are elected by the Student Board will be recognized as student delegates.

In order to increase the continuity from year to year, the Student Academy encourages maintenance of yearly notebooks or email accounts by all officers. This way the new officer can refer to the former officers' information.

### **Register your Student Society with the Student Academy 30 days after Student Society elections**

- **Why Register?**
  - Enables the society to send a representative to Student Academy's Assembly of Representatives (AOR) meeting at Conference. The AOR allows your student society to have a voice in the business of the Student Academy.
  - Student society registration is required for participation in AAPA's National Medical Challenge Bowl. Each student society must submit names for Student Academy representative (SAR), President and State Chapter Student Representative (SCSR) to be eligible for the competition. Additionally, you will need to register your team by February 28, therefore your society should be registered earlier than this date.
- **How to Register:**
  - Online at <https://www.formsite.com/aapa/form600/index.html>
  - Registration for student societies opens **September 1** on the Student Academy website.
  - For the online form you will need the following:
    - Name of student society
    - PA program name
    - Names, AAPA ID numbers, and emails for each student society officer
    - Name and email of faculty advisor
  - Student society officers must be AAPA student members
  - You must re-register your student society every year
  - If you have any questions about the registration process, please email the Student Academy Staff Advisor at [students@aapa.org](mailto:students@aapa.org).

## **Resources for the Faculty Advisor and the Student Society:**

- **The Student Academy Website:** [www.aapa.org/StudentAcademy](http://www.aapa.org/StudentAcademy)
  - Regular updates are posted on the website, including leadership opportunities, information from the Student Academy Board of Directors, and additional resources for students.
  - It is recommended to monitor the website often as it is always under revision and information can change quickly.
- **Student Academy Facebook Page**
  - Provides key updates on breaking news stories and events useful for PA students.
  - An event calendar is fully integrated to allow student PA Facebook members to view detailed events from around the country.
  - Interaction with fellow PA students through discussion boards, online resources, and the student Facebook community through social networking.
- **AAPA's Instagram**
- **Twitter**
  - @StuAcademyAAPA
  - @AAPAorg
- **Student Society Handbook**
  - The Student Society Handbook is available online on the [Student Academy website](#)
  - It is highly recommended that the faculty advisor and student society president be intimately familiar with this resource.
  - The Student Society Handbook includes information on registration, running a student society, awards, and much more!
- **AAPA Staff Advisor and Staff**
  - The Student Academy staff advisor and AAPA staff are dedicated to the functioning of the Student Academy and student societies.
  - Student Academy Staff Advisor can be contacted via email at [students@aapa.org](mailto:students@aapa.org), or by phone at 571-319-4310.
- **AAPA Graduate Advisor**
  - AAPA appoints a graduate advisor to the Student Academy Board of Directors. The graduate advisor is a practicing PA who has experience with students, student societies, and AAPA policy and procedure.
  - The current AAPA graduate advisor is Paula Miksa, PA-C. She can be reached at [pmiksa@aapa.org](mailto:pmiksa@aapa.org).
- **PAEA Graduate Advisor**
  - The Physician Assistant Education Association (PAEA) appoints a graduate advisor to the Student Academy Board of Directors.
  - The current PAEA graduate advisor is Jon Kilstrom, PA-C. He can be reached at [jkilstrom@aapa.org](mailto:jkilstrom@aapa.org).
- **Student Academy Board of Directors**
  - The AOR elects 11 students to serve on the national Student Board of Directors for the Student Academy. Their names, board positions, and email are located [on Student Academy Board page](#).
  - These students are here to help you--don't hesitate to contact them!

## **National Events**

### **Leadership & Advocacy Summit (LAS) [www.aapa.org/LAS](http://www.aapa.org/LAS)**

- LAS is an opportunity for PA students interested in advocacy to meet with their representatives on Capitol Hill and advocate for the PA profession. Attendees have the opportunity for educational and training opportunities prior to their Capitol Hill visit.

### **Conference [www.aapa.org/Conference](http://www.aapa.org/Conference)**

- Conference provides an opportunity for students to interact with other PA students and PAs from around the country!
- Student events include the AOR meeting, Challenge Bowl, and educational opportunities.

### **AAPA National Medical Challenge Bowl**

- Challenge Bowl is a medical jeopardy-style game show event held at Conference and is just for students!

- To participate, the student society needs to register with the Student Academy. The president, elected Student Academy Representative (SAR), and State Chapter Student Representative (SCSR) must be members of the AAPA
- In order to participate in Challenge Bowl each PA program will be required to have at least **75%** AAPA student membership of the current PA student enrollment in that PA program (in all classes).
- For a program to be eligible for Challenge Bowl, the Student Academy Representative must be present in their AOR meeting.
- The three Challenge Bowl team members must be AAPA student members and registered for AAPA's Conference.
- Registration forms for Challenge Bowl will be posted online on the [Conference website](#).
- Rules and eligibility are available online and any questions should be directed to the Student Academy staff advisor at [students@aapa.org](mailto:students@aapa.org)
- While Challenge Bowl is one of the most exciting and fun events that the Student Academy sponsors, it is still a game. The spirit of friendly competition, entertainment, and professional support for our colleagues should be first and foremost in our minds.

#### **PA Week** [www.aapa.org/PAWeek](http://www.aapa.org/PAWeek)

- We highly encourage every student society to participate in National PA Week... suggestions for activities can be found on the [PA Week page](#)
- If your student society celebrates PA Week, whether with a fundraiser, community service project, or a project to educate the public about the PA profession, please let us know via email at [students@aapa.org](mailto:students@aapa.org)! We would be happy to spotlight your student society on social media.

#### **National Leadership Opportunities for Students**

As faculty advisor, you have the unique opportunity to identify students who are ideal for leadership positions. Please encourage students who are elected to student society office, as well as those who are not elected, to consider running for national office in the Student Academy.

- **Student Academy Board positions:**
  - President (requires a two-year commitment)
  - Chief Delegate (requires previous HOD experience)
  - Director of Outreach
  - Director of Student Communications
  - Six Regional Directors
  - PA Foundation Student Representative (two-year commitment)
- **Student Board Committees**
  - The Student Board Committees are established by the Student Academy Board of Directors. The [committee charges](#) are determined by the AOR resolutions passed at the AOR meeting at Conference.
- **HOD Student Delegate**

Other student opportunities are posted on [AAPA's website](#).

#### **The Bottom Line**

- **Why encourage student involvement and student leadership?**
  - Develops and promotes professional "identity",
  - Helps foster the future leaders of the AAPA, PAEA, ARC-PA, NCCPA, PA Foundation and constituent chapters,
  - Helps foster future PA activists,
  - Students who get involved early tend to stay involved,
  - The activities available to students through AAPA are an invaluable part of their education and provide rewards that augment didactic and clinical education,
  - The student gains very practical benefits, such as networking skills and employment development,
  - Develops key professional contacts early in a PA student's career,
  - Provides visibility and recognition for those outside our profession,
  - Provides visibility and recognition for your PA program within the profession, within the community, and to potential PA school applicants,

- **Other benefits of [student membership include](#)** a connection with more than 16,000 students throughout the U.S. to advocate for and influence issues directly affecting PA students. AAPA student membership costs a one-time fee of \$75.00 and grants you membership for the entire time you are enrolled in an accredited PA program.
- **AAPA student membership provides these great individual benefits as well:**
  - A free copy of the popular and must-have Maxwell Quick Medical Reference for use during your didactic year and rotations
  - Subscriptions to AAPA's award-winning monthly Journal of the American Academy of Physician Assistants (JAAPA) and PA Professional magazine
  - Financial aid resources and PA student scholarships and grants through the PA Foundation
  - Employment resources including résumé and interview tips, customized salary and benefits data and hundreds of PA job opportunities through The PA Job Link
  - Opportunities to volunteer and run for student leadership positions and much more!

Encourage your students to visit <http://www.aapa.org/> and click "[Join](#)" to fill out an application online!