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| STUDENT CHECK-IN GUIDE FOR VIRTUAL PLACEMENTS |
| This guide is intended to guide the daily supervision or check-ins between students and supervisors or staff members.  It’s a useful resource that may support the final evaluation and the student’s development of transferable skills.  How to use the guide?   * Questions in the *Open for Discussion* Section can be adapted as needed – (not all questions have to be covered daily). However, it’s strongly recommended that at a minimum student provide a *recap* of their work and complete the final two sections: *Checking for Understanding* and *Next Steps*. This helps ensure students are on task, on the right track and minimize the possibility of miscommunications. * At the discretion of the supervisor, The Guide may be submitted or may be used for reference purposes only. |
| **OPEN FOR DISCUSSION** |
| Recap: Where am I with the work?  [*Provide a brief update of the work you’re doing, be sure to capture your progress and challenges*] |
| What’s on the agenda for today’s discussion?  [*List the items you want to discuss with your supervisor or support staff – be sure to focus on your days work & tasks*] |
| **Areas I’m thriving in…** [*Share experiences or type of work you’re engaging in that illustrates competency and/or enjoyment*] |
| **I have questions about…** [*List questions related to the tasks, project*] |
| **I may need support in…**  [*List the areas you need additional support in*] |
| **CHECKING FOR UNDERSTANDING** |
| **To ensure we’re on the same page, I’ll recap the discussion…** [*Summarize and share the main points of the discussion with your supervisor or staff member*] |
| **NEXT STEPS** |
| List the action items with anticipated timelines, be sure to identify who is responsible for which item. |