

## 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.**