

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.