# 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.