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| **VIRTUAL/REMOTE PLACEMENT PLANNING CHECKLIST** |
| This checklist can be used to guide planning for virtual/remote placements for students. Supervisors (i.e. host organization) and Experiential Education (EE) Coordinators (i.e. university staff) can collaborate on addressing these considerations to ensure a successful and mutually beneficial placement experience. |
| PRIOR TO PRACTICUM – Exploring and Planning |
| **Stages** | **Action Items & Considerations** | **Notes** |
| ProjectApplicationStage | 1. **Identify Appropriate Project / work**
* Review project examples & consult with EE Coordinator
* Identify elements of the project/work that can be completed remotely and those that are to be completed on site
* Identify specialized skills required to complete the work remotely (these can be acquired as part of placement or be prerequisites for placement)
* **Recommended:** complete the Project & Placement Overview Form
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| 1. **Workspace requirements for Virtual Placements**
* Communicate workspace and technological requirements to EE Coordinator
* Consider: computer specifications, security of connection, internet speed, software, etc.
* Level of privacy required & confidentiality of information
* Access to shared files or remote server
* Specific technology/software (& compatibility among stakeholders)
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| 1. **Determine Project Scope**
* Expected hours/duration
* Timeline/milestones
* Deliverables
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| 1. **Finalize number of students**
* One student | More than one student

*\*Lack of space limitations makes it possible to host a small group of students who can establish a peer-based support system.* |  |
| 1. **Student Fit**
* Identify computer/technical skills student requires to complete the work remotely
* Identify Required Skills/Knowledge/previous experience to support the project/work
* Screening (e.g. police check, immunization, etc.)
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| PRIOR TO PRACTICUM – Getting Ready to Host |
| **Stages** | **Action Items & Considerations** | **Notes** |
| **Student****Matching****Stage****&** **Preparatory** **Stage** | 1. **Interview Format**
* Determine if you will conduct student interviews prior to offering a placement and what will the format look like (panel/one to one)
* Identify the platform will be used, e.g. Zoom, Skype, etc.
* Determine if students will be required to complete an activity/writing exercise, etc. and how will they be administered remotely
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| Organizing Virtual Opportunities for Transferable Skill Development* Generate a timetable of activities that allow students to practice and develop transferable skills, such as Professionalism (e.g. time management, problem-solving) & Interpersonal (e.g. collaboration, communication)
* Connect with EE Coordinator for sample activities and support in this area
* Arrange opportunities for networking or informational interviews
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| 1. **Identify Tools for Managing Remotely Communication/Collaboration Tools/Tech**
* Tools to support communication, collaboration & team building

 Ex: Microsoft Teams | Google Docs | Zoom | * Tools to support time management
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| 1. **Plan for and support different types of Engagement**
* Prior to placement, identify creative ways students can engage & define work expectations
* Identify specific deliverables you are looking to receive
* Identify if the work will be synchronous / “real time” or asynchronous / not in “real time” or a combination of both (e.g. student helps deliver a virtual exercise class every Tuesday evening v. student prerecords the virtual exercise and posts at a later time)
* Identify resources and staff members that can support and/or guide students as needed
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| 1. **General Supervision Considerations**
* Allocate supervision tasks and consider sharing supervision responsibilities among different staff members to lighten load and build capacity:
* **Supervisor:** oversight of student’s learning & performance; evaluation
* **Project Lead:** oversees a specific project/aspect of the work
* **Mentor:** offers guidance & helps student feel welcome
* **Go-To:** addresses general questions about workplace
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| PLACEMENT LAUNCH – Hosting Begins |
| **Stages** | **Action Items & Considerations** | **Notes** |
| **Placement****Launch****Stage** | 1. **Communicate Training and Onboarding Processes & expectations**
* Format of training (e.g. modularized, synchronous)
* Duration (time commitment, inclusion in placement hours)
* Risk management & security processes
* Privacy & Confidentiality processes

*\*Review Tip Sheets on virtual* [*onboarding/training*](https://www.cewilcanada.ca/_Library/COVID_19/FINALTips_for_onboarding_students_remotely_-_CEWIL_Canada.pdf)*,* [*supervision*](https://www.cewilcanada.ca/_Library/COVID_19/FINALTips_for_supervising_students_remotely_-_CEWIL_Canada.pdf)*.* |  |
| 1. **Welcome student in the organization**
* Notify relevant parties (staff, volunteers, clients) of the student’s start date and role in the organization
* E-introduce student to relevant parties internal and external to the organization
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| General Supervision Considerations* Communicate expectations for working remotely; share with students all applicable guidelines, policies and expectations related to behaviour, communication, workload and any other relevant information to make the placement successful
* Communication expectations around supervision and check-in (e.g. daily, scheduled, etc.)
* Offer students a system for managing and tracking progress and work; consider incorporating the *Student Learning Plan* into the tracking system to ensure alignment with learning outcomes
* Communicate availability of support and assigned mentors/supervisors
* Inform student of preferred communication (e.g. e-mail, WhatsApp)
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| 1. **Evaluation -- Discuss Necessary Adjustments**
* Identify if there are any skills that are developed differently in virtual placements and determine how they will be evaluated
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