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
Project Application Stage	**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	
	2. 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)	
	3. Determine Project Scope ▫ Expected hours/duration ▫ Timeline/milestones ▫ Deliverables	
	4. 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.*	
	5. 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.)	

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	
	2. 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	
	3. 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	
	4. 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	
	5. 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	

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, supervision.*	
	2. 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	
	3. 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)	
	4. Evaluation -- Discuss Necessary Adjustments ▫ Identify if there are any skills that are developed differently in virtual placements and determine how they will be evaluated	