**Notes on Final Student Conference with Professor**

**Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Hours completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours left:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as of date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finish date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan for wind-down?

Missing assignments?

Review of whether accomplished Learning Goals:

Plan for next term, summer or post-graduation?

Has student seen **Final Student Evaluation of Site Supervisor**? If so, reactions? If not, has the supervisor mentioned it?

Feedback on placement for future students. Remind student that, in order to get course credit, they must complete a **student evaluation of placement** using the form located on TWEN before the end of the term.

Career-related tips for students:

If applying for jobs, has **resume** been updated to include your externship? Should include succinct, pithy description of your externship work. Same for cover letters. Offer to review or direct to OCSD.

Consider whether any written assignment could be used as a **writing sample** and get permission from your supervisor to use it.

Send a formal letter of appreciation to supervisor thanking them for their participation in the externship program. Good to remind the supervisor of who you are and what you worked on during your externship. Include your best contact information!! Consider whether it would be appropriate to ask your supervisor to serve as a **reference** or to write a **letter of recommendation**.

**Any other matters discussed:**

**Professor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**