

## Supervisor Instructions at a Glance

### Steps for Conversation One:

1. Determine whether a small group meeting or individual meetings work best for your student employees. Your Human Resources representative can help you.
2. Send your student employees an email or paper memo (whichever works best in your area) a week before your meeting with the following information (you may find it useful to use some of the language from the template email on page 2 of this packet):
  - a. An explanation of why you are having these conversations
  - b. The list of questions you'll be discussing
  - c. Instructions to think about these questions and have answers prepared for the meeting
3. Approach these questions as if you are having a conversation. Feel free to ask the questions in any order and let the conversation flow naturally. You may find it useful to brainstorm with other supervisors or your Human Resources representative on the key things you expect students to learn from jobs in your area.
4. If your student employees are having a hard time answering these questions feel free to share your ideas or observations on what they are learning on the job.
5. You may find it useful to take notes during the conversation to refer to in the next conversation.
6. Wrap up the conversations by reminding your student employees that you will be meeting again at the end of the semester for a similar conversation.
7. Remember we have provided you a list of campus resources (page 3 of this packet) in case a student employee indicates that they need extra help.

### Steps for Conversation Two:

1. Determine whether a small group meeting or individual meetings work best for your student employees.
2. Send your student employees an email or memo a week before your meeting with the following information as before.
  - a. Refer to the previous meeting and inform students that the questions you will be asking are the same questions as in the last meeting.
  - b. The list of questions you'll be discussing
  - c. Instructions to think about what they have learned this semester, particularly anything new they have learned since you last met.
  - d. Note that the student may repeat some of the same things you discussed in the earlier conversation. This is fine.
3. If your student employees are having a hard time answering these questions feel free to share your ideas or observations on what they are learning.
4. You may find it useful to take notes during the conversation to refer to in the next conversation.
5. Remember we have provided you a list of resources (page 3 of this packet) in case a student employee indicates that they need extra help.

## Email or Memo Templates

### Email Template: Conversation #1

Hello,

I just wanted to send out a quick reminder about our meeting next week and give you a little more information about our conversation. Across the Division of Student Life we are implementing a new program called IOWA GROW™ that is designed to help you make meaningful connections between what you're learning in the classroom and what you're learning on the job. Making these connections contributes to your overall academic and social success. Below is the list of questions that we will discuss during our conversation. Please take few moments to look over these questions and think about your answers prior to our meeting.

- How is this job fitting in with your academics?
- What are you learning here that's helping you in school?
- What are you learning in class that you can apply here at work?
- Can you give me a couple of examples of things you've learned here that you think you'll use in your chosen profession?

See you next week!

Sincerely,

### Email Template: Conversation #2

Hello,

I just wanted to send out a quick reminder about our meeting next week. We will be discussing what you are learning in the workplace and how this connects to your academics. Below is the list of questions that I will be asking you during our conversation. You may notice that these questions are the same ones we talked about last time. For this meeting think about anything new you have learned or noticed since we met last time.

- How is this job fitting in with your academics?
- What are you learning here that's helping you in school?
- What are you learning in class that you can apply here at work?
- Can you give me a couple of examples of things you've learned here that you think you'll use in your chosen profession?

See you next week!

Sincerely,

## Resources

- **Office of the Dean of Students**
  - 335-1162
  - <http://dos.uiowa.edu/>
  
- **University Counseling Service**
  - 335-7294
  - <http://www.counseling.studentlife.uiowa.edu/>
  
- **Office of Retention**
  - Michelle Cohenour, [michelle-cohenour@uiowa.edu](mailto:michelle-cohenour@uiowa.edu) or 335-1497
  - Web form to report a student concern: <http://fye.uiowa.edu/youre-here> (click on Office of Retention, “Report a Student Concern”)
  
- **SWAT (Study, Workshops, and Tutoring)**
  - <http://fye.uiowa.edu/SWAT>