



Work Learn Program Site Visit Form

Student Name: _____ Date: _____
Work Learn Position Title: _____ Project #: _____
Faculty/Department: _____ Supervisor Name: _____
Site Visit by: _____
Term: ☐ Summer (May - August) ☐ Winter (September - April) Year: 20____

PURPOSE:

A site visit is an opportunity for a Work Learn program staff member to meet with both the student and employer to:

- Review student learning outcomes and reflect on how the position is meeting those learning outcomes
- Ensure that both the students' and employers' expectations are being met
- Address any conflicts or concerns and offer support and guidance
- Obtain feedback on the Work Learn program

SUGGESTED FORMAT (45 - 60 minutes):

- 15 - 20 minutes - Work Learn staff and supervisor meet to discuss the student's progress to date
- 15 - 20 minutes - Work Learn staff and student meet to discuss current projects, skills developed to date
- 15 - 20 minutes - Work learn staff meet with both the student and supervisor to address any issues or concerns

NOTES:



SUPERVISOR QUESTIONS

1. What have you learned about your supervisory style?

2. What challenges have you observed or addressed with this student in this workplace experience?



3. Have you had the opportunity to plan a performance review for the student(s)?

STUDENT QUESTIONS

1. What actions have you been able to take to initiate and direct your own learning in this workplace experience
- o *i.e. assess your own learning preferences, seek feedback*



2. What challenges have you encountered in your work experience, or in your workplace?

- *What steps have you taken to navigate, or resolve this challenge?*
- *Have you spoken to your supervisor about this?*

3. What skills are you developing in this workplace experience?

- *What skills do you still need to work on developing to enhance your employability?*



4. What types of connections have you made in this workplace experience, or in this workplace?

- *What connections do you still want to make?*
- *What steps will you take to accomplish this?*