Supervisor UWM GROW Instructions at a Glance

Steps for Conversation One (December):
1. Determine whether a small group meeting or individual meetings work best for your student employees.
2. Send your student employees an email 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. Connecting work and academics questionnaire to be completed prior to your meeting
   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 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 next semester for a similar conversation.
7. If the student employee indicates they need help, please direct them to any of our campus resources.

Steps for Conversation Two (May):
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. Connecting work and academics questionnaire to be completed prior to your meeting
   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.
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. We are participating in a program called UWM 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 attached is a Connecting Work and Academics Questionnaire that we will discuss during our conversation. Please take few moments and complete this questionnaire prior to our meeting.

See you next week!

Sincerely,

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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,
Additional Questions

- Why did you seek out this student employee position?
  - How has your current job met or not met this need(s)?
- What are you learning here at work that is helping you in school?
  - What are you surprised about that you have learned working here?
  - When did you realize you had learned how to _____?
    What experiences helped you learn this?
- What are you learning in class that you can apply here at work?
  - When did you realize you had learned how to _____?
    What experiences helped you learn this?
  - What are you learning for working in groups/written assignments/exams/other academic requirements that applies to your work here?
- Provide a couple examples of things that you are learning here at work that you will be using in your future profession.
  - What do you think you need to learn more about in order to prepare you for your future profession?
  - How can I help you continue to learn and grow in their role? How can I support your academic and personal goals?
  - What do you think you are better at doing as a result of working here?
Additional second reflective meeting questions for those who are beyond their first year of employment.

- Skills we want employees to learn:
  - What have you learned here about (working with diverse populations, written communication, verbal communication, ethics, problem solving) that you think might be helpful in your academic courses or profession?
  - What have you learned from your studies and classes so far about (working with diverse populations, written communication, verbal communication, ethics, problem solving) that you find helpful in this job?
  - When have you used conflict resolution skills at work and in class?
  - What have you learned about communicating effectively with your supervisor that is also effective with faculty?
  - What types of problems have you solved at work and how will you use that in your courses?
  - How has working as a team member here at work helped you with group projects in your classes?
- Learning about oneself from employment:
  - How has working here helped you with group projects?
  - What are your strengths and how have you used them at work and in class?
  - Are there aspects of this job that have helped you discover things you might want (or not want) in a career?
- Preparing for the world of full-time employment:
  - What is one thing you’ve learned here about workplace culture and expectations that you think will help you in a full-time position?
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