

## Practical Approaches to Student Meetings

*Use this worksheet to develop an understanding of the practical aspects of a supervisory/student relationship. By clarifying expectations, you will be able to communicate and work more effectively with your students. Add items you deem important. This worksheet may be modified to meet the specific needs of your unit.*

\_\_\_ Arrange a meeting schedule for one-on-one and committee meetings (try to meet at least once a quarter). Record topics discussed and feedback given at each meeting. Ensure that all meeting records are kept confidential and in a safe place (see examples of meeting notes).

The amount of time we can expect to meet on average:

1      2      3      4      hours each  
*week   every other week      per month                      (circle one)*

\_\_\_ Discuss the following activities that can form part of your relationship:

- Giving advice on strategies for improving teaching.
- Organizing observation(s) of teaching and providing constructive feedback.
- Providing feedback on the creation (research) and translation of knowledge (e.g., at conferences, publishing).
- Consulting on issues or concerns the student has with colleagues or study and research groups.
- Providing feedback from other sources (students, faculty, administrators, and other mentors in or outside the University).
- Being supportive and reassuring, and publicizing successes.

\_\_\_ Create a mentoring action plan that reflects different professional development needs at different stages of the student's graduate program.

\_\_\_ Encourage your student to reflect regularly on his or her goals, achievements, and areas for improvement. Ask the student to compose a brief reflection essay or self-assessment in preparation for annual review.

\_\_\_ Amend the mentoring action plan as needed by focusing on the student's developing needs.