

EL WrapAround Student Supervisor Manual

1 OVERVIEW

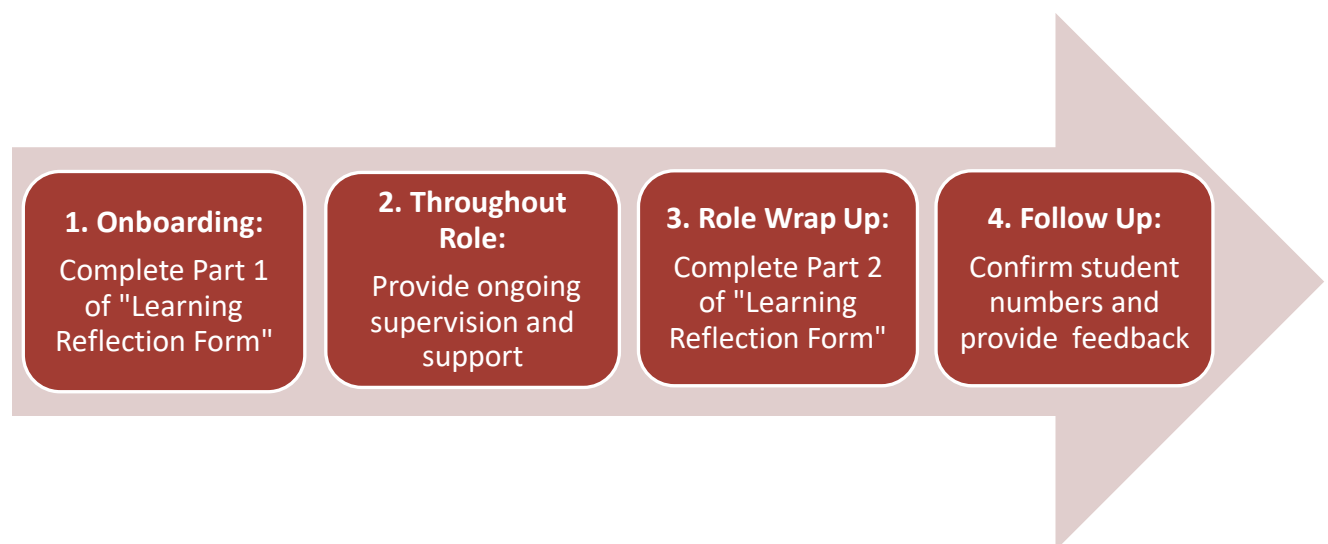
Adding an Experiential Learning framework to existing on-campus work and volunteer student roles is an important opportunity for students to develop essential skills and knowledge. Working in co-curricular and professional settings with the support of trained student supervisors, students are in a natural venue to reflect on the professional skills they are developing through these invaluable learning opportunities.

By creating and facilitating student reflection and dialogue in the workplace, student supervisor can create inclusive spaces for the peers they are supervising to discuss their work or volunteer experiences and will see an increase in overall productivity and professionalism in their student staff. When students make connections between the work they are performing and the skills they are developing, they are more invested in the experience, produce higher quality work, and are more committed to their role and the university.

The Experiential Learning WrapAround requires only a minimal additional investment of your time to make a significant impact on students' learning and professional development. Thank you for being a part of this initiative – you are making a significant difference for our students.

2 PROCESS

Complete the 4-step process below with your students throughout their role to support their experiential learning and skills development.



3 SUPERVISOR CHECKLIST

1. Onboarding

During your first (e.g. onboarding) meeting with the student(s)

- Complete **Part 1** of the Learning Reflection Form
 - Review the job description and associated responsibilities
 - Complete the Employer Information (Student Supervisor) and Student Information (Peers you are supervising)
 - Select 2-5 skills that the student(s) you are supervising] will have the opportunity to develop in their role

Alternative Option

If you supervise a large number of student staff and would like to facilitate this process as a group, please discuss this with your supervisor and consider contacting el.hub@queensu.ca for support.

2. Throughout the Role

- Provide ongoing coaching and support to help the students be successful in their role and in reference to skills selected in Part 1

3. Role Wrap Up

Near the end of the student(s)' work/volunteer term

- Remind the student(s) to complete Part 2 of the Learning Reflection Form
- Schedule a final meeting with the student(s)

During the meeting, complete **Part 2** of the Learning Reflection Form

- Discuss the student(s)' answers to their questions
- Discuss and record your Supervisor Comments
- Sign and date the form
- Provide a copy of the completed form to the student (NOTE: You may choose to keep a copy of the completed form, you DO NOT need to submit the form to the EL Hub.)

4. Follow Up

Near the end of the term, the EL Hub will email your supervisor asking them to:

- Confirm the total number of students with whom you completed the Learning Reflection Form.
- Complete a survey to provide valuable feedback on the program.