

EL WrapAround Supervisor Guide: Online Modules and Reflection Form



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Overview of the EL WrapAround

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 that complement their academic degrees and help prepare them to have impact in their future careers. With the support of trained supervisors, students can reflect on the skills they are developing and how these experiences are contributing to their career development. Supporting Experiential Learning in these contexts is an important way to meet the University's goal of providing students with opportunities to expand their knowledge and experience personal growth through reflective thinking and co-curricular involvement.

By creating and facilitating student reflection and dialogue in the workplace, supervisors help students make deeper connections to the workplace, increasing their investment in the experience. This in turn produces higher quality work, and students are found to be 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.

***New this year! Online Format, SDGs and Reflection on Impact**

To help streamline the process for staff and students, and to create more opportunities for students to engage with skill and career development content, we have designed two online modules and updated the EL WrapAround Reflection Form.

[EL WrapAround Module 1](#)

[EL WrapAround Module 2](#)

[EL WrapAround Reflection Form](#)

All aspects of the EL Wrap Around will be completed via online links with no student or staff logins required. The EL Hub will monitor the online form workflow and will assist staff and students with any technical difficulties. You can reach out to the el.hub@queensu.ca to enquire about what stage a student has reached in the process (i.e. started the form but not submitted).

We are also introducing the United Nations Sustainable Development Goals (SDGs) as a mechanism to support student reflection on the impact they are having in their roles. Students will be introduced to the SDGs in Module 1 and provided with more examples and guided reflection on the relationship between their role and the SDGs in Module 2. We have added one SDG-specific reflection question (optional) on Part 2 of the EL WrapAround form. For more information about Queen's and the SDGs visit the [Advancing Social Impact website](#) and the [Queen's Career Guide for the UN SDGs](#).

Process

Complete the following process with your students throughout their role to support their experiential learning and skills development:

Step 1: Beginning of Role

1. Share link to 'EL WrapAround Module 1' with students (use standard email in following section of this guide)
2. Students work through Module 1 (approx. 20-30 min)
3. Students fill out online 'EL WrapAround Reflection Form' in Cognito – email notification automatically sent to supervisor
4. Supervisor receives email from Cognito with a link to the form; reviews form and discusses skill development goals with student
5. Supervisor signs form. A PDF version of completed form is automatically sent to student and supervisor via the Cognito email notification system.

Step 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

Step 3: Towards the end of the Role

1. Share link to 'EL WrapAround Module 2' with students (use standard email in the following section of this guide)
2. Students work through Module 2 (approx. 20-30 min)
3. Students fill out online EL WrapAround Reflection Form in Cognito
4. Supervisor receives email notification from Cognito with link to form; reviews form and discusses reflections with student
5. Supervisor signs form; PDF version of completed form automatically sent to student and supervisor

Returning Students

If you are supervising a student who has completed the EL WrapAround modules as part of a previous role at Queen's, we recommend giving them the option to either re-do the modules, OR go straight to the EL WrapAround form. If going straight to the online form, please provide the student with the direct link to the form:

<https://www.cognitoforms.com/SmithEngineering1/2526ELWraparoundReflectionForm>

Supporting Student Reflection

To help you support the student's reflective process throughout their role, we recommend the following:

- ☐ Familiarize yourself with module content
- ☐ Review the [Queen's Skills Cards](#) so that you are familiar with the skills students will list on their reflection form
- ☐ When possible, meet with your students to discuss skill development
 - 1 x at beginning of role (review Part 1 of Reflection Form, discuss skills chosen and development plan, sign off)
 - 1 x mid-point (discuss progress on skill development; identify new tasks / skills required)
 - 1 x end of role (debrief Part 2 of the Reflection Form, share insights into the impact they've had in the role)
- ☐ Refer students to Career Services for more in-depth career development conversations
- ☐ Reach out to the EL Hub if you're interested in student workshops or supervisor supports

Email prompt to complete Part 1 of EL WrapAround - Beginning of Role

Note to Supervisors: Once students have started their role, copy/paste the following content and send as an email to all students under your supervision who will be completing the EL WrapAround process. Remember to update content with **yellow highlight** to reflect the specifics of the role/department and personalize/edit the email content where needed.

Subject: Get the Most from Your Role: Complete Part 1 of the EL WrapAround

Dear **(student role/title/group)**,

You're about to begin the Queen's Experiential Learning (EL) WrapAround - a simple, two-part process designed to help you get the most out of your on-campus work or volunteer role.

Why it matters:

- You'll start by setting **personalized skills development goals** so your work here helps you grow in ways that matter to you.
- You'll finish with a **clear record of your achievements**, which can be turned into **resume bullet points, LinkedIn updates, and interview talking points**.
- Your supervisor will also keep a copy, so if you ever ask them for a **reference** for a job, grad school, or award, they'll have detailed examples ready to highlight your strengths.
- **Career Services** can help you use your reflection to prepare polished application materials, practice interview answers, and connect your role to your future goals.

Step 1 – Beginning of the Role

Complete "[Experiential Learning WrapAround Module 1](#)". At the end of the module, you'll fill out *Part 1 of the EL WrapAround Reflection Form* (online via Cognito).

You'll:

- Enter your supervisor's email address
- Select your program (i.e. Work-Study, SWEP, Other)
- Fill out a skills development chart

Once you hit "Submit," your supervisor will receive a copy, review it, and set up a meeting to discuss your goals.

Step 2 – End of Role

Near the end of your role, you'll complete Module 2 of the EL WrapAround and Part 2 of

the Reflection Form, focusing on your impact and what you've learned. Your supervisor will again receive a copy and meet with you to discuss your reflections. Each part of the process should take **about 30–45 minutes**.

Smith Engineering is supporting the transition to an online form with Cognito software. You may see "Smith Engineering" in the URL and receive Cognito emails from Engineering addresses.

The EL Hub monitors submissions, so **reach out to el.hub@queensu.ca or your supervisor with any questions**.

When you're ready, click here to access [Module 1](#) and start setting yourself up for success, both now and in the future.

(Supervisor sign-off)

Email prompt to complete Part 2 of EL WrapAround – Near End of Role

Note to Supervisors: When students are nearing the end of their role, copy/paste the following content and send as an email to all students who completed Part 1 of the EL WrapAround. Remember to update content with **yellow highlight** to reflect the specifics of the role/department and personalize/edit the email content where needed.

Subject: Capture Your Impact – Complete Part 2 of the EL WrapAround

Dear (**student role/title/group**),

Congratulations, you're nearing the end of your role!

Now it's time for the final step in the EL WrapAround: **Module 2** and **Part 2 of your Reflection Form**.

Why it matters:

- You'll create a **clear record of your achievements**, with concrete examples of the skills you've developed.
- You can turn your reflection directly into **resume bullet points, LinkedIn updates, and interview talking points**.
- Your supervisor will keep a copy, making it easier for them to write you a strong, detailed **reference letter** for future jobs, grad school, or awards.
- You can bring your reflection to [Career Services](#) to get help polishing your application materials, practicing interviews, and identifying your next steps.

What to do now:

1. Complete [EL WrapAround Module 2](#).
2. At the end of the module, open the EL WrapAround Reflection Form and **select 'Part 2'**.
3. Submit the form – your supervisor will get a copy and schedule a time with you to discuss your reflections.

The EL Hub monitors all submissions. If you have questions or run into issues, email el.hub@queensu.ca.

When you're ready to get started, click here to access [Module 2](#) and finish strong by capturing your impact for the future.

(Supervisor sign-off)