



EL WrapAround Supervisor Guide

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 that complement their academic degrees and help prepare them to have impact in their future careers. Working and volunteering in professional settings with the support of trained supervisors, students are in a natural venue to reflect on the skills they are developing through these invaluable learning opportunities and to consider 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.

Process

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

Step 1: Onboarding

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

- Complete **Part 1** of the EL WrapAround Reflection Form
 - Review the job description and associated responsibilities
 - Complete the Employer Information and Student Information
 - Select 2-5 skills that the student(s) 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 contact el.hub@queensu.ca for support.

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

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

- Remind the student(s) to complete Part 2 of the EL WrapAround 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.)

Step 4: Follow Up – SWEPP and Work-Study supervisors only

Near the end of the term, the EL Hub will email you asking you to complete the following information

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

Workshops

If you would like assistance facilitating the EL WrapAround, the EL Hub and Career Services would be happy to help. We offer three customizable workshop options that can be delivered to your students throughout their training periods and during their roles.

1. Getting the Most out of your Queen's Work or Volunteer Experience: Part 1 of the EL WrapAround Learning Reflection Form

Engaged in a volunteer, extracurricular, or paid position on campus? Interested in learning how to make the most out of your experience? During this workshop we'll introduce you to the EL WrapAround Learning Reflection Form! We'll complete Part 1 of the form together by looking at the tasks you'll be performing in your role and matching those to the types of skills you hope to develop. We'll end with an overview of how you can engage in reflective practice throughout your role so that you are prepared to articulate what you learned during the experience to future employers, grad schools, or other opportunities!

2. Assessing your Skills Development: EL WrapAround Mid-point Reflection

For students at the mid-point of their Experiential Learning roles, this workshop will help you assess which skills you've been developing the most and which ones you want to continue to work on. We'll discuss successes and challenges in the role so far and reflect on some of your most significant learning experiences to date. Be sure to bring your EL WrapAround Learning Reflection Form!

3. Articulating your Skills and Planning for the Future: Part 2 of the EL WrapAround Learning Reflection Form

You've gained some great skills and experiences through your Experiential Learning role, but not sure how or where you could use these skills in your future? Attend this workshop to engage in a final reflection, complete Part 2 of the EL WrapAround Learning Reflection Form and start thinking more broadly about your experience and its applications. Leave the workshop feeling confident in your ability to articulate what you've learned to future employers, grad schools or other opportunities!

We also offer supervisor training via on-demand workshops or small group sessions. If you would like to discuss any of these options, please email el.hub@queensu.ca to set up a consultation.