

# EL WrapAround Supervisor Manual

## 1 OVERVIEW

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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 professional settings with the support of trained supervisors, students are in a natural venue to reflect on the professional skills they are developing through these invaluable learning opportunities. Providing support for Experiential Learning in these contexts is an important way to meet MASED and the university's goal to increase the number of experiential learning opportunities for students.

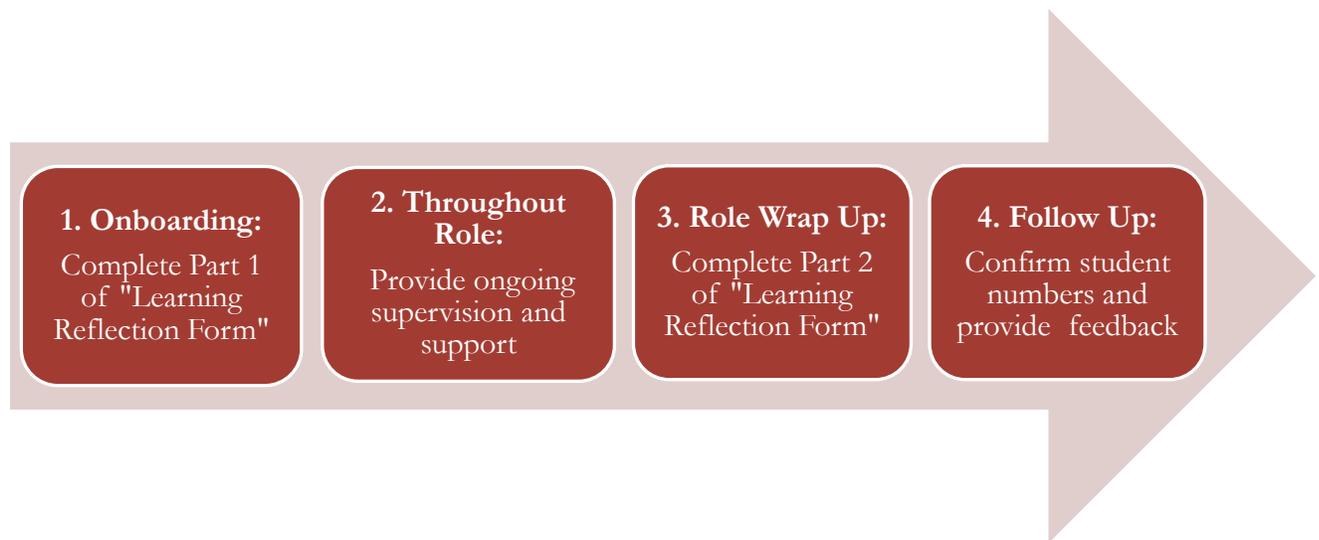
By creating and facilitating student reflection and dialogue in the workplace, supervisors can see an increase in overall productivity and professionalism in their student staff. Similar programs (e.g. Iowa GROW at The University of Iowa) have reported that students who engaged in conversations designed to encourage reflection on the work experience “were more likely to report that their jobs helped them reach goals outlined by the university for on-campus employment” (e.g. improving writing, speaking, and time management).<sup>1</sup> These programs have found that when students make connections to the workplace, 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

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



<sup>1</sup> Gose, B. (2014, September 15). How to Make Students' Campus Jobs More Meaningful. The Chronicle of Higher Education. Retrieved from <http://chronicle.com/article/How-to-Make-Students-Campus/148731>

## 3 SUPERVISOR CHECKLIST

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### 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 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](mailto: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

*Optional Supports (see page 3 for more information):*

- Attend “Supervise for Success” workshops to gain skills to facilitate EL process
- Access additional resources in the EL WrapAround Living Library for Supervisors
- Encourage students to attend Student Reflective Workshops with EL Hub

### 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 you asking you to complete the following information

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

## 4 RESOURCES FOR SUPERVISORS

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### **Supervise for Success Workshops:**

This workshop series will assist supervisors in the implementation of the EL WrapAround Project. To register or inquire about hosting a workshop for your unit, email [el.hub@queensu.ca](mailto:el.hub@queensu.ca).

#### **Part 1: Implement an EL Framework for Student Roles**

Do you want more engaged and committed student employees? Attend this session to learn how to effectively integrate reflection and professional skill development into your supervising to get the most out of your students while building student skills and capacity. During the workshop you will practice using the EL Reflection Form and explore strategies for identifying learning outcomes and guiding student reflection

#### **Part 2: Supervisor Strategies for Effective EL**

Great student employees can be fostered through great supervision. Attend this session to develop effective coaching and feedback strategies to help your student employee be the best staff they can be!

### **Reflective Student Workshops**

Facilitated by the EL Hub, these workshops will help students understand the EL process and prepare them for reflective conversations with their supervisors. Students can register for these workshops through MyCareer.

#### **Experiential Learning and You!**

Unsure how to introduce the EL WrapAround to your students? Want to ensure they understand the why and how of reflection? Have students attend this one-hour workshop where we'll explain the EL WrapAround Learning Reflection Form and facilitate reflective conversations with their peers to prepare them for conversations with their supervisor.

#### **Getting the most out of your EL Experience**

Want to increase the value of your student's reflections? Don't have time for an in-depth mid-year check in? Have students attend this workshop where we'll cover the value of experiential learning and get students thinking about their progress, skills and career development thus far. Students will leave feeling engaged with their current role and with direction for continued growth!

#### **EL WrapAround – Where can this take me?**

Not sure how to start your final EL conversation? Want to ensure your student is prepared to have a meaningful conversation? Have students attend this workshop where we'll help them make connections between the successes and challenges of their current role and their future personal and career goals.

### **EL WrapAround Living Library for Supervisors**

The "EL Wraparound Living Library for Supervisors" allows supervisors to view, share, download and customize resources through OneDrive shared folders. All of the EL WrapAround Resources have been uploaded, along with resources found useful by other supervisors. Please upload, view and share documents using this online platform.

All workshop participants will have access to the "EL WrapAround Living Library for Supervisors". If you have questions or difficulties accessing resources, please contact [el.hub@queensu.ca](mailto:el.hub@queensu.ca).