Supervisor Instruction Packet

Special thanks to the University of Iowa for graciously allowing these materials to be adapted for use at NDSU.
Supervisor NDSU GROW Instructions at a Glance

Steps for Conversation One:
1. Determine whether a small group meeting or individual meetings work best for your student employees.
2. Send your student employees an email or paper memo (whichever works best in your area) a week before your meeting with the following information (you may find it useful to use some of the language from the template email on page 2 of this packet):
   a. An explanation of why you are having these conversations
   b. The list of questions you'll be discussing
   c. Instructions to think about these questions and have answers prepared for the meeting
3. Approach these questions as if you are having a conversation. Feel free to ask the questions in any order and let the conversation flow naturally. You may find it useful to brainstorm with other supervisors on the key things you expect students to learn from jobs in your area.
4. If your student employees are having a hard time answering these questions, feel free to share your ideas or observations on what they are learning on the job.
5. Take notes during the conversation to refer to in the next conversation. The Office of Student Affairs Assessment will be asking for thematic results from these discussions.
6. Wrap up the conversations by reminding your student employees that you will be meeting again for a similar conversation. Our goal is 1-2 GROW meetings per semester.
7. Remember we have provided you a list of campus resources (page 3 of this packet) in case a student employee indicates that he or she may need extra help.

Steps for Conversation Two:
1. Determine whether a small group meeting or individual meetings work best for your student employees.
2. Send your student employees an email or memo a week before your meeting with the following information as before.
   a. Refer to the previous meeting and inform students that the questions you will be asking are the same questions as in the last meeting.
   b. The list of questions you’ll be discussing
   c. Instructions to think about what they have learned this semester, particularly anything new they have learned since you last met.
   d. Note that the student may repeat some of the same things you discussed in the earlier conversation. This is fine.
3. If your student employees are having a hard time answering these questions, feel free to share your ideas or observations on what they are learning.
4. Take notes during the conversation to refer to in the next conversation. The Office of Student Affairs Assessment will be asking for thematic results from these discussions.
5. Remember we have provided you a list of resources (page 3 of this packet) in case a student employee indicates that he or she may need extra help.
Email or Memo Templates

Email Template: Conversation #1
Hello,

I just wanted to send out a quick reminder about our meeting next week and give you a little more information about our conversation. Across the Division of Student Affairs, we are participating in a program called NDSU GROW that is designed to help you make meaningful connections between what you're learning in the classroom and what you're learning on the job. Making these connections contributes to your overall academic and social success. Below is the list of questions that we will discuss during our conversation. Please take few moments to look over these questions and think about your answers prior to our meeting.

• How is this job fitting in with your academics?
• What are you learning here that's helping you in school?
• What are you learning in class that you can apply here at work?
• Can you give me a couple of examples of things you’ve learned here that you think you’ll use in your chosen profession?
• In the coming months, are there things you’d like to learn or do here at work?

See you next week!
Sincerely,

Email Template: Conversation #2
Hello,

I just wanted to send out a quick reminder about our meeting next week. We will be discussing what you are learning in the workplace and how this connects to your academics. Below is the list of questions that I will be asking you during our conversation. You may notice that these questions are the same ones we talked about last time. For this meeting think about anything new you have learned or noticed since we met last time.

• How is this job fitting in with your academics?
• What are you learning here that's helping you in school?
• What are you learning in class that you can apply here at work?
• Can you give me a couple of examples of things you’ve learned here that you think you’ll use in your chosen profession?
• In the coming months, are there things you’d like to learn or do here at work?

See you next week!
Sincerely,
Resources in the Division of Student Affairs

Academic Support
- Disability Services (determine eligibility for services and identify and assist with accommodations) ndsu.edu/disabilityservices
- Student Success Programs (TRiO, Veterans Programs, tutoring) ndsu.edu/studentsuccess
- Multicultural Programs (cultural programming and advising) ndsu.edu/multicultural
- International Student and Study Abroad Services (international student orientation and advising, immigration, study abroad advising, programming) ndsu.edu/international
- NDSU Bookstore (course materials, gifts, apparel) ndsubookstore.com

Get Involved
- Memorial Union and Student Involvement (activities, organizations, leadership) ndsu.edu/mu
- Residence Life (Residence Hall Association, Living / Learning program) ndsu.edu/reslife

Health and Wellness
- Alcohol and Other Drug Abuse Prevention Programs ndsu.edu/alcoholinfo
- Counseling Center (individual, group, and couples counseling and psychiatric services) ndsu.edu/counseling
- NDSU Dining (dining centers, retail operations) ndsu.edu/dining
- Student Health Service (student health care, immunizations, lab, x-ray, pharmacy) ndsu.edu/studenthealthservice
- Wellness Center (fitness programs, intramural sports, aquatics, child care for students) ndsu.edu/wellness

Career Planning, Education, and Support
- Career Center (resume, letter, interview and job search assistance, career fairs and events) ndsu.edu/career
- Counseling Center (career counseling) ndsu.edu/counseling

Student Conduct
- Assistant Vice President and Dean of Student Life ndsu.edu/student_life
- Sexual Assault Prevention and Advocacy ndsu.edu/student_life/departments_and_programs/sexual_assault_prevention
Connecting Work and Academics Questionnaire

Student’s Name __________________________
Position Title __________________________

Date _______ Semester/Year _______
Semester Meeting □ one □ two

Department ___________________________
Supervisor ___________________________

1) How is this job fitting in with your academics?

2) What are you learning here at work that is helping you in school?

3) What are you learning in class that you can apply here at work?

4) Can you give me a couple examples of things you are learning here at work that you will be using in your chosen profession?

5) In the coming months, are there things you’d like to learn or do here at work?

Supervisor Comments: