

Becoming YU: Check-In Guidelines for Students

Becoming YU is designed to be self-driven, giving you the opportunity to set goals which you will work toward through this work experience and build key competencies. The key to success is reflection – taking the time to make meaning of your experiences and skills development. Therefore, we encourage you to check-in regularly with your coach to receive guidance and support. Your coach will have access to view your progress in Becoming YU and see your responses so that they can better understand what it is that you want to achieve in this work experience. They will be able to make edits to your objectives (with your permission) if when you have your check-ins, you/realize that they are not realistic. Your coach will not use this information to assess the quality or content of your responses. Here are some tips on how to make the most of your conversations with your coach.

Orientation and Goal Setting Meeting with your Coach

Meet with your coach soon after you begin your experience, (e.g. ideally within the first 2 weeks of your work/study position). During this meeting your coach may outline expectations and clarify your position/role/experience and responsibilities. You may wish to ask them the following:

- Which skills do I need to succeed?
- How might I develop these skills through my experience here?
- Are there opportunities for training and development?
- What would you like to see me accomplish?
- How would you like me to interact with you? (e.g. meetings, email)

This is a great opportunity for you to reflect on your personal goals to help shape the goals and objectives you will be setting as part of your position/role/experience.

Complete the Get Started – Goal Setting section on Experience York. There you will identify 3-5 objectives. For each objective, consider the following:

- What I want to learn (objectives/goals)
- Why I want to learn it (rationale)
- How I might learn it (activities/measures/goals)

The objectives should be specific to your position/role/experience and your personal goals, however, your coach, can determine whether they align with the unit's overall goals and objectives and are appropriate and realistic for the position/role/experience. Once you've agreed upon these objectives with your coach, discuss which skills-building experiences or projects may help you achieve your objectives.

Mid-way Check-in with your Coach

Meet with your coach halfway through your position/role/experience once you have completed the Mid-way Check-in section on Experience York and discuss the status of your objectives, (e.g. late December or early January for Fall/Winter work/study students). During this meeting, confirm that you are on track and ask your coach for feedback on your performance and skills development to date.

Consider the following:

- How is your experience going so far?
- What do you see as a valuable component of your experience?
- What has not been valuable so far?
- How could your individual experience be improved?
- What actions would you like to take to improve your experience?
- How are you progressing towards meeting your goals?
- Are the goals you outlined in the Get Started section still realistic?
- Are you experiencing any challenges?
- What do you think are your biggest achievements to date?
- Are you feeling comfortable in your position?
- What skills are you developing? Are there additional skills you'd like to build?

Final Check-in with your Coach

At the end of your experience/role complete the Final Check-In section on Experience York, then meet with your coach to review it together (e.g. late April for Fall/Winter work/study students). During this final meeting, discuss your accomplishments and whether your objectives were met. Be sure to ask your coach to provide feedback on your overall performance and skills development.

Consider the following:

- How was your overall experience?
- What did you see as a valuable component of your overall experience?
- What was not valuable?
- How did you perform overall?
- What are were your major strengths?
- Were there opportunities for improvement or development?
- How did the work that you completed help to clarify your personal, academic and/or professional interests?
- What were the top skills you developed or improved during this experience?
- How do you plan to use/apply what you learned from this year?