

Becoming YU

Check-In Guidelines for Students

Introduction

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. This document lists some tips on how to make the most of your conversations with your coach.

Please be mindful of your schedules as you may expect assignments, midterms, and final exams around the time the Mid-Way, and Final open up. Schedule the time you need to complete these steps in advance, so that you don't feel too over-loaded. The Mid-way and Final Check-In forms on Experience York open early and you will be notified via email once they're available.

First Check-In (Experience Details, Goal Setting & Skills Selection)

Complete the first form "Experience Details, Goal Setting & Skills Selection" on Experience York. The first section will ask you for details regarding your position and your coach's information. The next section will ask you about your dream or long-term goal. After, it will ask you to identify 2-3 smaller (SMART) goals that you want to set for the year. For each objective, consider what you want to achieve, why you want to learn it, and how you might learn it.

Consider the following questions to help formulate your thoughts:

- What skills would you like to learn or improve upon?
- What new knowledge would you like to acquire? (e.g. about your field of study, the structure of the business/organization for which you will be working, etc.)
- What would you like to accomplish during your experience? (e.g. lead a presentation, design a database, earn a certificate, etc.)

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

Midway Check-In (Midway Check-In Form)

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 students). During this meeting, confirm that you are on track and talk to your coach about your performance so they can give feedback on your skills development to date.

Consider the following questions:

- 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 (Final Check-In Form)

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 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 questions:

- 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?