

Coaches' Checklist – At the End

As coaches, your main job is to support your students and guide them through the process of the Becoming YU program. At the first check-in, you and your student(s) would have met to set goals for the year. The mid-way checkpoint is an opportunity for your student(s) to look back on the mid-way goal that they've set and reflect on their progress. At the final check-in, students will have the chance to reflect on the skills they have developed or improved during their experience. They should also be able to articulate their skills and accomplishments with confidence and reflect on whether they have achieved their desired goals. This Coach's Checklist is a tool to help you stay on track and remain accountable to yourself and your student(s). The completion of this checklist will ensure that you complete all components of the Becoming YU program with your student(s).

- I have ensured my student(s) have completed Conversation Journal Entry #2 during paid work time.
- I have set a date for my final check-in with my student(s) (preferably within the last three weeks prior to the end of the contract).
- I have completed the final check-in with my student(s) and listened to their reflections.
- I have allowed my student(s) to practice articulating their skills, strengths, and accomplishments in a way that has allowed them to develop confidence.
- I have provided feedback and positive encouragement for my student(s) to instill confidence in them.
- I have signed off on Experience York or sent a master list to the Career Success Project Coordinator (becomeyu@yorku.ca) to indicate that my student(s) and I have met.
- I have encouraged my student(s) to fill out the [Becoming YU Student Feedback Form](#).
- I am completed the [Becoming YU Coaches' Feedback Form](#).

If you have any questions or concerns, please email becomeyu@yorku.ca.
To provide feedback please use the [Coaches Feedback](#) link.