

The background of the slide is a photograph of a York University building. The building is a multi-story structure with a curved facade, featuring yellow and white horizontal stripes. A large glass entrance is visible on the right side. In the foreground, several students are walking on a paved plaza. The sky is blue with some light clouds. A large red rectangular box is overlaid on the left and top portions of the image, containing the title and logo.

Becoming YU

Check-in Guidelines for Students

YORK 

Becoming YU Program

Program Description

Becoming YU is designed to be self-driven, giving you the opportunity to set goals that 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 skill 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 of the mid-way and final check-ins. Schedule the time you need to complete these steps in advance so that you don't feel overloaded. There will not be a form for the mid-way check-in, but the final journal entry will be available on Experience York, and it will be opened early. You will be notified via email once it's available.

INITIAL CHECK-IN

Complete the first form, “Conversation Journal Entry #1,” on Experience York. The first section will ask you for details regarding your position and the coach's information. The next section will ask you to do the “You've Got Skills” module and then ask you about your excitement and nervousness about your new experience, as well as two goals that you would like to achieve by the midpoint and end of your experience.

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 goal of this conversation journal entry is to help you reflect on your goals prior to meeting with your coaches. During your check-in with your coaches, share with them what you've written. Your coaches will determine whether they align with the unit's overall goals and are appropriate and realistic for the position, role, and experience. Once you've agreed upon these goals with your coach, discuss which skills-building experiences or projects may help you achieve your goals by midpoint and end.

MID-WAY CHECK-IN

For the mid-way check-in, there will not be any forms that you have to fill out. However, you will have to meet with your coaches halfway through your position, role, or experience to discuss the progression of your goals. This meeting should happen in late December or early January. Throughout the meeting, discuss with your coach about your performance so they can give you feedback on your skill development to date. Your coach will have to sign off on Experience York to indicate that you have completed the check-in.

During your conversation with your coach, 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 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

Complete the second form, "Conversation Journal Entry #2," on Experience York. The first section will ask you to complete a self-assessment of your skills throughout your experience. After completing the self-assessment, you will be asked to reflect on your notable accomplishments and achievements and the completion of your initial goals. You will then meet with your coach (late March or early April) to review. During this final meeting, discuss your self-assessments as well as your journal entry. Be sure to ask your coach to provide feedback on your overall performance and skill development. Your coach will have to sign off on Experience York to indicate that you have completed the check-in.

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 or apply what you learned this year?