

Becoming YU: Check-In Guidelines for Students

While Becoming YU is designed to be self-guided, we encourage you to engage a **Coach** in the process who can provide an orientation to your experience and meet with you regularly to help you set learning objectives, provide you with skills building experiences and give valuable feedback on your accomplishments. Your interactions with your Coach will also provide you with an excellent opportunity to reflect.

Here are some tips on how to make the most of your conversations with your Coach.

Orientation 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 your Coach 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)

Goals & Objectives Setting Meeting with your Coach

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

Review the [Becoming YU: Check-In Form](#) with your Coach and complete the *Learning Objectives*, *Rationale* and *Measures* sections. Identify up to 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)

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 to review the [Becoming YU: Check-In Form](#) 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.

Review and update the *Interim Results Achieved* and *Part 2* sections of the [Becoming YU: Check-In Form](#) with your Coach. 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 outlined in your [Becoming YU: Check-In Form](#) still realistic?
- Are the activities/measurable outlined in your [Becoming YU: Check-In Form](#) 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

Meet with your Coach at the end of your position/role/experience to review the [Becoming YU: Check-In Form](#), (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.

Complete the *Final Results Achieved* and *Part 3* sections of the [Becoming YU: Check-In Form](#) with your Coach. 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?