

Student Name:

Date Completed:

# Set a Meeting

1. For this activity, try to schedule a meeting with your supervisor at a time when they are least likely to have frequent interruptions. The purpose of this meeting will be to discuss the Stipend Recipient Hub (SRH) and for the two of you to develop an approach for completing the learning activities that work for you both. This meeting may overlap somewhat with the meeting(s) during which you develop your learning plan for your university.
2. To prepare for your meeting, take a look at the SRH noting the overall content of each section. Make a note of any questions or concerns that may occur to you as you review each section:
3. When you meet with your supervisor, discuss the questions and concerns you noted.
  - a. Your Approach:
    - Discuss with your supervisor about how you would like to approach the learning activities. How best your progress can be monitored? Would you like your supervisor to assign certain activities to you? Find a method that suits your learning style and your individual relationship as a supervisor/student team. If at any time you feel that the method you have adopted is not working for you, please discuss alternate approaches with your supervisor.
  - b. Activities Covered by Day-to-Day Agency Procedures:
    - Ask your supervisor which activities will be covered, either partially or in full, by normal student responsibilities. In other words, which activities will you cover just by shadowing another worker? Some activities will ask you to do additional work, however, many activities will only require you to think about and write responses to tasks that your supervisor already has planned for you. These activities can be seen as a tool to help you reflect on your experience.

**Use this space to write down any notes from your meeting with your supervisor:**