

Elon GROW Instructions Outline

WHAT IS THIS? Supervisors may find it as a useful outline for Elon GROW Instructions.

Steps for Conversation One:

1. Determine whether a small group meeting or individual meetings work best for your student employees.
2. Send your student employees an email or paper memo (whichever works best in your area) a week before your meeting with the following information:
 - a. An explanation of why you are having these conversations
 - b. The list of questions you'll be discussing
 - c. Instructions to think about these questions and have answers prepared for the meeting
3. Approach these questions as if you are having a conversation. Feel free to ask the questions in any order and let the conversation flow naturally. You may find it useful to brainstorm with other supervisors on the key things you expect students to learn from jobs in your area.
4. If your student employees are having a hard time answering these questions, feel free to share your ideas or observations on what they are learning on the job.
5. You may find it useful to take notes during the conversation to refer to in the next conversation.
6. Wrap up the conversations by reminding your student employees that you will be meeting again at the end of the semester for a similar conversation.

Steps for Conversation Two:

1. Determine whether a small group meeting or individual meetings work best for your student employees.
2. Send your student employees an email or memo a week before your meeting with the following information:
 - a. Refer to the previous meeting and inform students that the questions you will be asking are the same questions as in the last meeting.
 - b. The list of questions you'll be discussing.
 - c. Instructions to think about what they have learned this semester, particularly anything new they have learned since you last met.
 - d. Note that the student may repeat some of the same things you discussed in the earlier conversation. This is fine.
3. If your student employees are having a hard time answering these questions, feel free to share your ideas or observations on what they are learning.
4. You may find it useful to take notes during the conversation to refer to in the next conversation.