

## Work Study – Supervisor Resources and Supports

The Work Study program team has put together a series of resources and supports for both Work Study students and supervisors to help make the most of the Work Study experience.

- Supervisors will learn about best practices for aligning your work needs with students' development goals to increase their engagement and productivity in their work.
- Students will learn to think intentionally about their career and the skills they want to develop during their Work Study experience.

By participating in the **Work Study program, all Work Study students and supervisors are expected to:**

- Set learning goals – students set learning goals with their Work Study supervisor and have a mid-point check-in and final review of the learning goals
- Student self-assessment and evaluation by supervisor – students complete a self-assessment at the end their contract and supervisors provide formal feedback about the student's work performance

The [Professional Development Workbook](#), available on CLNx, is an optional tool to support these key requirements and more!

### Sessions for Supervisors

(Please click here for [student sessions](#) – please forward to your students)

Please note these sessions are available to all faculty and staff but are held on the UTSG campus.

Description	Date
<p><b>Working Effectively with Student Colleagues</b> It takes a special set of skills to effectively train, motivate, and develop student employees. In this session we will look at models of work-integrated learning and share best practices for supporting student workplace learning and competency development.</p>	September 10, 12-1:30
<p><b>Supporting Student Colleagues</b> Working with student staff involves supporting more than just their role proficiency. In this session we will look at building relationships with and supporting students while at the same time setting boundaries and discussing when and how to refer a student who may require further support.</p>	Late October – time/date TBD
<p><b>Strategies for Feedback and Reflection</b> As a follow up to Working Effectively with Student Colleagues, participants will share strategies and tools to facilitate the process of supporting student learning and development. Learn tips for providing feedback and explore ideas for reflection and recognition.</p>	Early Feb – time/date TBD

To register for sessions please email Libby Whittington-West at [utsgws@utoronto.ca](mailto:utsgws@utoronto.ca)

### Supporting Learning Matters:

As many of you already know first-hand, setting learning goals and supporting reflection helps to create a meaningful work experience for both you and your student colleagues.

The Winter 2019 Work Study survey showed that students who 1) set learning goals, 2) had a mid-point check-in and 3) did a final reflection with their supervisors were, on average, **26% more likely to strongly agree** with the following statements compared to students who received no learning support from their supervisors:

- ✓ I felt involved and well-utilized at my job
- ✓ My work study position provided me with meaningful work experience
- ✓ I feel better prepared for future opportunities
- ✓ I gained a better appreciation of the concepts I learned in the classroom and their application to employment
- ✓ I strengthened my knowledge and technical skills in areas related to my field of study

### Student Feedback

- “From the very beginning, I was asked to draft a personal development plan which helped me keep in mind the skills I wanted to be translated in my work. **The 1:1’s with my supervisor helped me resolve any challenges I was facing, discover my strengths and map out a plan to further my goals in this position.** I have never been more confident in my ability to make an impact as I am in this position.”
- “[setting learning goals] pushed me to **want to learn and do more** while on my work term”
- “Learning goals enabled me to **stay on track with the objectives** of the job along with increasing the efficiency of the said job.”

### Supervisor Feedback

- “Having my students set learning goals **helped us both identify additional projects** they could take on. I felt they were more motivated with the work and more proactive in taking on additional tasks”
- “Helped us focus their work assignments... and because they were interested in learning this, **they were more engaged**”
- “It encouraged them to think about the big picture, set goals, evaluate progress, take corrective action, and **learn accountability for failures and successes.**”
- “my students all **gained so much confidence** from this program which I believe was in large part due to **how we worked together to tie their academic learning and this practical experience** together. The students who finished their Work Study students were more confident, well-spoken and believed in themselves. Many have set loftier goals now than they would have imagined!”

#### Questions? Please contact:

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