

## Work Study Learning Reflection Form

Supervisor Information	Student Information
Name:	Name:
Department:	Student Number:
Email:	Faculty:
Tel:	Email:

### Part 1 – September/October 2017

*Supervisor completes as part of initial orientation/onboarding meeting with student*

Select 2-5 skills that the student will have the opportunity to develop in this role. When completing this section, consider

- As the supervisor, what are the skills the student would have the best opportunity to develop?
- As the student, what skills are of most interest to be developed?

*Professional Skill	*Description	x
Leadership	Taking initiative by providing vision, motivation, and action; Guided by principles of integrity, social responsibility and an ethic of care	
Written & Oral Communication	Express ideas clearly and convincingly using a variety of methods	
Self-Management	Manage and evaluate own learning, behaviour, well-being and values while practicing ethical decision-making	
Collaboration	Make meaningful contributions in a group environment with a positive manner of interaction	
Critical Thinking	Provide informed and innovation conclusions, judgements or solutions while recognizing need for ongoing learning and limits of knowledge	
Inquiry and Analysis	Engage in learning and discovery; Transfer knowledge and skills to new situations, experiences and environments	
Adaptability	Open and respond constructively to feedback; Learn from mistakes; Manage/cope with uncertainty	
Time Management	Plan and manage time (and other resources) to achieve goals; Set appropriate and achievable goals & priorities	
<b>Optional</b> (Role-Specific Skill):		
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*\*Adapted from the Queen's University Learning Outcomes Framework*

**Part 2 – March/April 2017**

*Student completes and brings to final meeting with supervisor*

**Student Questions** (to be completed by student):

1. Comment on how you developed and/or demonstrated the 2-5 work-related skills that were identified in Part 1.

2. How did your work contribute to the department?

3. How has this experience helped to inform your long term options and/or goals?

Supervisor Comments (to be completed by supervisor at meeting):

**Student Signature:**

**Date:**

**Supervisor Signature:**

**Date:**