

Managing Students Remotely



www.mun.ca/student

Though we are remote, students continue to provide significant contributions to Memorial's campus and the work of individual units, schools, and faculties. While it can be challenging to shift traditionally in-person jobs to a remote experience there are strategies you can use to ease the transition and maximize the experience for both you and your student employee(s).

Tips

- Set clear expectations and directions including responsibilities, work hours, goals, and deadlines. Consider using free project management tools to manage tasks and progress.
- Maintain consistent interaction with your student employee(s). Set up regular check-in times to stay connected.
- Encourage communication and questions. Ensure students know the most appropriate and efficient way to contact you, and vice versa.
- If you supervise multiple students, introduce them to one another (virtually) to establish a team culture. Encourage students to communicate with one another for support.
- Provide ongoing feedback. Revisit goals and deadlines with your student(s) if expectations aren't being met.
- Be mindful and supportive of student's academic and person obligations, many of which they are also balancing remotely.
- Working (and supervising) remotely is a new experience for most. Be patient and flexible when challenges and obstacles occur.

Resources

We've compiled the following list of resources to help you supervise your students remotely:

https://www.cewilcanada.ca/Library/COVID_19/FINALTips_for_supervising_students_remotely_-_CEWIL_Canada.pdf

https://www.cewilcanada.ca/Library/COVID_19/FINALTips_for_supervising_students_remotely_-_CEWIL_Canada.jpg

<https://www.gartner.com/smarterwithgartner/9-tips-for-managing-remote-employees/>

Additional Support

Career Development will be hosting a live Q&A Webex event with Memorial staff who have successfully supervised students during the spring semester. Join us to hear tips, lessons learned, and best practices. This is an informal session where you will have an opportunity to ask questions about how to successfully supervise students working remotely.

Date/time: Friday, September 18 at 11:00 a.m.

Link to join: <https://mun.webex.com/mun/j.php?MTID=mb94315fab93bd43a0520a7d293385616>
(Meeting number: 132 449 5348, Password: RmhMubJ7T66)

If you have trouble accessing the WebEx link, please contact careerdevelopment@mun.ca.