



Student Life

Memorial University of Newfoundland

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Reflection Skill Conversation – at a Glance

Steps for First Check-in:

1. Determine whether a small group meeting or individual meetings work best for you.
2. Send your MUCEP/ISWEP student employee(s) an email a week before your meeting, including the questions you plan to ask as part of the discussion.
3. Approach the questions as if you are having a conversation. Feel free to ask the questions in any order and let the conversation flow naturally.
4. If your MUCEP/ISWEP student employee(s) 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 conversation by reminding your MUCEP/ISWEP student employee(s) that you will be meeting again at the end of the semester for a similar conversation.

Steps for Final Check-in:

1. Determine whether a small group meeting or individual meetings work best for you.
2. Send your MUCEP/ISWEP student employee(s) an email a week before your meeting, including the questions you plan to ask as part of the discussion.
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.
4. If your MUCEP/ISWEP student employee(s) 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. Allow the student to provide their own observations/thoughts on their employment experience.
6. Provide any relevant feedback to the student, if applicable.
7. Give appreciation for their work
8. Encourage student employee(s) to update their on-campus employment on Memorial's Online Record of Experience (MORE)