



Supervisor Round Table – December 7, 2016

How should I fill out a timesheet, and how often?

Timesheets are great, immediate feedback for students. Timesheets can be both evaluative and descriptive. Use the timesheets as an opportunity to let students know what they did well, what they need to improve upon, and encourage them to be as specific as possible. If you are not satisfied with student comments, students are able to log in and add more information before you approve the timesheet!

How do I keep my student worker engaged with more mundane projects?

Students, like any other workers, want to understand the work they are a part of - show them the finished project! When they see a project, explain to them how this project contributes to the organizational mission, and how their work directly contributed to the project's completion. When students understand why, for example, a spreadsheet is significant to a final calculation, they will be more focused inputting that data. Additionally, we discussed how does that company fit into the student's life? For example, for our students working at Clark Construction, they have construction sites all over the city, maybe even in the neighborhoods our students live in.

How can I help students retain information week to week?

With students only coming in once a week, it can be difficult for them to remember directions from months prior. Email students their assignments with directions, that way, instead of having to re-explain or write down the instructions again, they can check back through their inbox and have an electronic log. Additionally, encourage students to write their own instructions. If they write down directions step by step and keep their own directions, it will be easy for them to look back and remember how to complete tasks.

How do I aid in the development of my student, when tasks are repetitive week to week?

Even with repetitive tasks, there are opportunities to help students develop professionally. Teach students how to accept and discuss feedback, even the feedback from their timesheets. Let your student worker know when they are meeting your expectations, and when they are not. Being able to accept constructive criticism is critical to success in the professional work environment. If possible, allow students to make mistakes. Force students to double and triple check their work, until they discover the error; this will teach them the significance of accuracy, even in repetitive tasks, such as data entry.