**First Semester Work Scholar Check-in Meeting**

**1st Meeting Agenda**

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Scholar Instructions:**

1. Schedule your check-in meeting with your advisor and supervisor if you haven’t already.
2. Remember to attach this agenda to the electronic invitation that is sent to your advisor and supervisor.
3. During this initial meeting, in collaboration with your supervisor/advisor use this time to discuss your role in your worksite and discuss any early potential barriers to success or triumphs you’ve had. Take this opportunity to discuss how this worksite will help you on your career path.

Questions:

1. In your own words, what is your role in your worksite?
2. Provide a list of your worksite responsibilities in your own words.
3. Why is your role meaningful and necessary for your worksite?
4. Now think about your career goals. Why is this role meaningful and necessary for you?
5. Areas of future opportunity: What are some other responsibilities that your advisor would like to see you take on this semester/year?

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_