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

**2nd Meeting Agenda (Mid-Term)**

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

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

**Work Scholar Instructions:**

1. Now is the time for you to take charge of your agenda. Remember: This is your time with two professionals. Take advantage of their insights.
2. When you have set the agenda please attach it to the electronic invitation that you send to your advisor and supervisor.
3. Please use the following guide, but make it your own. **Edit and tailor this meeting agenda document to your needs from the meeting.** When planning your meeting agenda, please consider the following topics:

**Pressing Matters:** This category could include discussing your class schedule/difficulty/list any potential barriers to success, specific worksite questions, GPA issues (if any), GPA celebrations (if any) or time needed off. Do you have plans in place for working over break or plans to make up hours if needed? **How was your mid-term grade report?**

**Goal Setting:** Now is a good opportunity to discuss your goals such as: semester goals, work goals, future goals, summer jobs or internships, financial goals – including reducing/rejecting student loans.

**Questions:** Before you finish your check-in meeting, don’t miss out on the opportunity to discuss topics like: the progress you are making in your worksite and academically, earning Internships credits for your work scholar work or finding summer internships and job/career/education related questions:

Examples:

*“What can I be doing now, to be better positioned to achieve my goals?”*

*“What do I need to know to be successful in this field?”*

*“What can I do with this degree?”*

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

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

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