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

**3rd Meeting Agenda**

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

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

**Work Scholar Instructions:**

1. Set the agenda for your check-in meeting.
2. Attach it to the electronic invitation that you send to your advisor and supervisor.
3. **Pressing Matters:**
4. **Academic Related**
   1. Things that are going well:
   2. Areas of Opportunity:
   3. Other:
5. **Worksite Related**
   1. Things that are going well:
   2. Areas of Opportunity:
   3. Other:
6. **Reflection and Setting Yourself up for Success:** 
   1. What did I learn or gain this semester from my experience? Or, what are some transferable skills that I have gained?
   2. What are my goals for second semester? What experience do I hope to gain?

*Example: What can I be doing now…*

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

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

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