



## Mid-Term Check-In

### Purpose:

The Mid-Term Check-In is your opportunity to reflect on your performance, update your goals, and have a meaningful conversation with your supervisor. This check-in helps ensure you're on track and getting the most from your Work Scholars experience.

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### Instructions:

1. **Complete the Pre-Meeting Reflection** (Section 1)
  2. **Create a Meeting Agenda** (Section 2) and schedule your check-in with your supervisor
  3. **Conduct your Meeting** during the mid-term window (see program calendar)
  4. **Complete the Post-Meeting Summary** (Section 3)
  5. **Submit the Completed Worksheet** to [lcworkscholars@lcsc.edu](mailto:lcworkscholars@lcsc.edu) by the deadline (see calendar)
    - Include signatures from both you and your supervisor
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### Section 1: Pre-Meeting Reflection (Prepare Before the Meeting)

Take time to reflect on your work experience so far. These questions will help guide your check-in discussion.

Reflection Questions	Your Response
How do you feel about your current role and responsibilities?	
Do you clearly understand your tasks and goals?	
What's gone well in your role so far?	
What challenges have you faced, and how have you handled them?	
How do you manage your time and priorities at your worksite?	
Are there resources or support you feel would help you perform better?	



Reflection Questions	Your Response
Are you on track with your semester goals? Why or why not?	

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## Section 2: Meeting Agenda

Prepare a list of discussion topics for your meeting. Be sure to include a review of your **semester goals** and any **suggested updates or action steps**.

### Agenda Topics:

- Review of semester goals and current progress
- Feedback from supervisor on performance
- Discussion of challenges or concerns
- Opportunities for growth or additional responsibilities
- Next steps and support needed

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## Section 3: Post-Meeting Summary (To Be Completed After Meeting)

Summarize what was discussed in the meeting. Be thorough but concise.

Summary Items	Your Response
What feedback did your supervisor give you?	
What accomplishments or strengths were recognized?	
What challenges or areas for improvement were discussed?	
What action steps or changes were agreed upon moving forward?	
Updated goals or timelines (if applicable):	

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### Signatures

By signing below, both student and supervisor confirm that the mid-term check-in meeting occurred and the summary above reflects the discussion.

**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Submit this completed worksheet and your meeting agenda to**  
**[lcworkscholars@lcsc.edu](mailto:lcworkscholars@lcsc.edu)** by the deadline listed in the program calendar.