



Tips for Providing Virtual Mentorship and Guidance

Schedule an Initial Meeting After Hiring Your Student

After you have made a hiring offer to your selected student and the s(n)-1(t) 0! 2 8T 164 007 e(n)-0(s)2(e)-12m

work. Use this conversation to introduce yourself as a supervisor by setting expectations around communication, timelines & deadlines, and project deliverables.

Review the project once more. Consider explaining how this project fits into your and/or your organization's larger workflow. Discuss the scope and scale of the project. Ask if the student has any questions about how the project or their expected work.

Share documents, files, or other information that the student will need to complete their work. Even if the student will not be working on the project immediately, now is a good time to make sure that they are set with any documents, files, or information necessary for completing their work.

Review the project's start and end dates as well as hours per week your student is expected to work. Should the student work at set times during the week? Is it alright for the student to work whenever they have time? Make sure you both understand what is needed and expected. This is also a good time to share your time zone with the student (in case it is different than theirs), and confirm the student's time zone so that you can accurately schedule check ins. Discuss any implications different time zones may have moving forward.

Schedule regular check-in meetings for progress updates and feedback. Determine

Completing the Project and Offering Constructive Feedback

As the project comes to an end, use your final check-in meeting to ensure that everything is completed to your specifications and reflect upon insights your student gained from this experience.

Reconfirm with the student how to submit final deliverables before the project is scheduled to end. Depending on your project, you may want to consider providing the student with an opportunity to present their work to you and your colleagues over a conferencing platform like Zoom.

Allocate a set date and time for the student to discuss their work. During this wrap up conversation, you should also leave time to ask them questions and provide feedback.

Feedback is important. When and where appropriate, you should provide feedback to the student on their work. The project that you are sponsoring is a learning opportunity for your student, and your feedback is an important part of their professional growth. (The)-ro