STARTING A REMOTE EXPERIENTIAL LEARNING PLACEMENT

STUDENT CHECKLIST

During your first few days in a remote placement, you'll have a lot to think about and a lot of information to drink in. Once you've been on the job for two to three days, use this checklist to make sure you're set up for success.

1. EQUIPMENT AND WORKSTATION SET-UP

Computer with a webcam

Phone, ideally with a headset or headphones

Reliable Internet connection

Dedicated workspace with a stable desk at a comfortable height

Chair with back support

Productivity and communication tools identified by my supervisor

2. FIRST MEETING WITH SUPERVISOR

I've discussed my role with the supervisor and understand what is expected.

I've discussed with my supervisor how we will communicate daily
(e.g., phone, email, video call).

I understand how my performance will be measured.

My supervisor has scheduled a meeting to introduce me to the rest of the team.

I know which colleagues I will be working closely with.

I know which communication tools to use to communicate with co-workers .

I know the colleague(s) I can approach when I have questions.

I have access to company documents that will orient me to the company culture and policies.

My supervisor and I have made a plan to fulfill the experiential learning requirements prescribed by my university.

3. WORKING HOURS & WORK SCHEDULE ▌

I understand my working hours.

I know what to do if I'm sick and unable to work.

I have the phone number and email for the IT help desk or the person designated to help with tech issues.

I know how to track my work time.

I've spoken to my manager about any special circumstances that might affect my working hours.

4. STAYING PRODUCTIVE ▌

I've created a daily schedule, with set working hours and breaks.

I've set up a to-do list so I can check off tasks as I complete them.

I've download any personal productivity tasks I'll need to help me keep on track with my assignments.