



# TOOLS

## Teacher Tip Sheet

### **Tips on Delivering New Information to Worksite Supervisors**

- Be mindful of the supervisor's time constraints. Call well in advance to make appointments and keep them.
- Deliver new information in person.
- Don't overwhelm them with paper.
- Allow plenty of time for discussion of the new information.

### **Tips on Meeting with Worksite Supervisors**

- Develop a back-up plan in case worksite supervisor is transferred to another department or location.
- Establish a steady pattern of email communication.
- Encourage supervisors to call you with any questions.
- Balance requests for time and attention with offers to help.

### **Tips on Meeting with Worksite Supervisors**

- Understand that worksite supervisors do not follow school schedules.
- Get to know the supervisor's downtime and take advantage of it.
- Set up the next meeting before ending the present one.
- Establish objectives of the next meeting before it occurs.

### **Tips to Ensure a Worksite Supervisor's Good Performance**

- Have strong supervisors train or orient new supervisors.
- Conduct effective orientation and check-in meetings; clarify expectations.
- Provide feedback on a consistent basis; don't wait until there is a problem.
- Be a good listener; check for signs of anxiety or confusion.
- Send supervisors thank-you notes and other tokens of appreciation.

### **Tips on Ways to Assess the Learning Potential of a Workplace**

- Observe or shadow your students at work; see it through their eyes.
- Review job descriptions; interview the supervisor.
- Participate in mini internships and engage in work that students will be doing.