

Learning and Skills Summary / Job Site Visit

You will receive a job site visit during the second or third month of the work term. This informal interview lasts about 45 minutes, of which half the time is spent with you and half with you and your supervisor together. Its purpose is to find out how the work term has been going for both of you.

Submit your Job Site Information Form within the first **week** of your work term so arrangements can be made for a job site visit. Failure to submit will result in a \$25 fine.

Preparing for the Visit

Prepare a “Learning and Skills Summary” for the Job Site Visit. The information given on your summary, which will provide the basis for discussion, must be submitted to the site visitor. You should prepare your summary by the 15th day of the second month of each four-month work term.

The “Learning and Skills Summary” (one-two pages, point form) should include:

- Work assigned--daily duties and responsibilities, special projects.
- New skills and knowledge acquired--job-specific and/or transferable skills
- Relation of work experience to academic program and career plans:
- Knowledge and skills applied on job from previous classes
- Knowledge and skills gained on job related to upcoming classes
- Relation of experience to career plans
- Learning Objectives (optional)