



Mid-Term Check-In

You are responsible for creating an agenda for your mid-term check-in with your worksite supervisor. The purpose of this meeting is for you to reflect on your performance at your worksite and allow for open dialogue with your supervisor on how you can improve. After your meeting, write up a summary of what was discussed and send it to the LC Work Scholars office. Below are a list of example prompts you could use to lead your meeting discussion.

- How do you feel about your work role and responsibilities?
- Do you have a clear understanding of your tasks and goals?
- What challenges or obstacles have you encountered so far and how have you addressed them?
- How do you prioritize and manage your tasks?
- Are there any resources or support you feel you need to perform better?
- Are you making progress on your goals? If not, how can you improve?

Directions:

1. Create meeting agenda
 - a. Semester Goals should be discussed
 - b. Update goals or actions steps if needed based on current progress
2. Schedule a time to meet with supervisor in the mid-term check-in window (See program calendar)
3. Meet with supervisor and discuss planned topics
4. Summarize the topics discussed at the meeting
 - a. Be sure to include what has gone well
 - b. Provide challenges/changes to be addressed
 - c. Provide a plan on how to address the challenges/changes
5. Send meeting agenda and meeting summary to lcworkscholars@lcsc.edu by the end of the mid-term check-in window (See program calendar)
 - a. *You and your supervisor must sign and date the meeting summary*
 - b. Remember: the meeting plan is your roadmap for the remainder of the semester