

EMAIL OR MEMO TEMPLATES

Before having a GROW® conversation, supervisors should inform student staff of the upcoming conversation through an email or memo.

Email Template: Conversation #1

Hello, I just wanted to send out a quick reminder that our GROW meeting is scheduled for next week. The purpose of having these conversations is to help you make meaningful connections between what you're learning in the classroom and what you're learning on the job. Reflecting on these connections contributes to your overall academic and career success.

Before our meeting, be sure to complete the Career Readiness Reflection in your GROW packet and return to me via email or in person.

Below are the four questions that we will discuss during our conversation. Please take few moments to look over these questions and think about your answers prior to our meeting.

1. How is this job fitting in your academics?
2. What are you learning here that's helping you in school?
3. What are you learning in class that you can apply here at work?
4. Can you give me a couple of examples of skills you've learned here that you'll use in your chosen profession or next experience?

Email Template: Conversation #2

Hello, I just wanted to send out a quick reminder about our meeting next week. We will be discussing what you are learning in the workplace and how this connects to your academics.

Below is the list of questions that I will be asking you during our conversation. You may notice that these questions are the same ones we talked about last time. For this meeting think about anything new you have learned, or noticed since we met last time or progress that you made so far.

1. How is this job fitting in your academics?
2. What are you learning here that's helping you in school?
3. What are you learning in class that you can apply here at work?
4. Can you give me a couple of examples of skills you've learned here that you'll use in your chosen profession or next experience?