

Compass Quick Start Program Adoption Guide

① PLAN

After you attend a training, review materials and strategies. Make a plan for implementing Compass Conversations with your student staff members. Determine a timeline and consider:

- **Whether you will conduct group or individual meetings**
Do large group, small group, or one-on-one meetings work best for your student staff members?
- **How meetings will be scheduled**
Will you set a meeting for students to attend, or utilize time when they are already working a shift?
- **When you will meet**
Block the time on your calendar now, and set reminders ahead of time to make the necessary arrangements.

② INTRODUCE

Communicate with your student staff members to introduce them to the program and your implementation plan (you may find it useful to use some of the language from the example email on page 2).

③ SHARE

Provide access for your students to the reflection journal, whether it is their own electronic document kept in a network folder, a paper journal (or parts) that you've printed out, or in the form of an e-portfolio (if the student has an existing account).

④ PREVIEW

Communicate with your students about each conversation a couple of days before your meeting.

- Remind students why you're having these conversations. (This context may only be needed before the initial conversation.)
- Provide the list of questions you'll be discussing.
- Instruct students to think about the questions and to prepare to discuss them.
- Offer time during work hours for self-reflection in advance of the conversation.

You may find it useful to use some of the language from the example email on page 2.

Compass Program Introduction EXAMPLE (to student staff members)

Hello,

Our department uses a program called Compass Puget Sound that is designed to help you make meaningful connections between the skills and knowledge you are gaining at work and your classroom experiences, co-curricular activities, and career goals. We will be having four conversations each year, with questions designed to help you reflect on your experience here at work, as well as your experience at Puget Sound in general and your goals for life after Puget Sound. It is our hope that not only will we get to know each other better and strengthen our working relationship, but also that making these connections will contribute to your overall academic and social success.

Below is the list of the core questions that we will discuss during every conversation. We will also discuss one additional topic in each conversation, specific to the time of year. Please take a few moments to look over these questions and think about your answers prior to each of our meetings.

- How are you balancing work with your life at Puget Sound (academics, involvement, social)?
- How might learning in your classes apply here at work?
- Give a couple of examples of things you've learned in your on-campus job that you'll use in your future.
- What can I, as your supervisor, do to support your efforts to perform well and learn meaningful skills in this job?

You will have a reflection journal to use personally which lists the questions for each conversation, as well as opportunities for deeper personal reflection. (take this opportunity to explain how you are providing access to the journal)

I am planning to have these conversations on the following schedule:
(take this opportunity to provide either general or specific information about your planned schedule)

Thank you for being a member of our team and I'm excited to spend time reflecting with you during these conversations!

First Conversation Communication EXAMPLE (to student staff members)

Hello,

I just wanted to send out a quick reminder about our meeting next week and give you a little more information about our conversation. Our department is participating in a program called Compass Puget Sound that is designed to help you make meaningful connections between the skills and knowledge you are gaining at work and your classroom experiences, co-curricular activities, and career goals. Making these connections contributes to your overall academic and social success. Below is the list of questions that we will discuss during our conversation. Please take a few moments to look over these questions and think about your answers prior to our meeting.

- How are you balancing work with your life at Puget Sound (academics, involvement, social)?
- How might learning in your classes apply here at work?

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For questions or for more information, contact the Student Employment Advisor at 253-879-2639

- Give a couple of examples of things you've learned in your on-campus job that you'll use in your future.
- What can I, as your supervisor, do to support your efforts to perform well and learn meaningful skills in this job?
- What is a strength, skill, or experience you bring to this job that will contribute to your success here?
- What do you expect you will learn or improve while working this job?

See you next week!