

Corporate Work Study Program

Daily Communication Checklist for Supervisors Working with Student Associates

This checklist provides a simple communication structure to help your Student Associate feel supported, guided, and included. Use it as a daily rhythm to build trust, encourage reflection, and promote learning in the workplace.

Morning Check-in

Use this time to greet your Student Associate, preview the day, and set expectations.

- Greet your Student Associate by name
- Review the day's tasks or priorities together
- Ask if they have any questions or concerns
- Set a clear goal or focus for the day
- Remind them how and when to ask for help

Sample language:

"Here's what your day will look like."

"Let me know if anything is unclear or if you need help along the way."

"Today's focus is [task or project]. You've got this."

Midday Touchpoint

Even a brief check-in mid-task helps maintain connection and clarity.

- Ask if they need help or clarification
- Offer encouragement or feedback on what's going well
- Confirm they're on track or adjust expectations as needed

Sample language:

“How’s everything going so far?”

“Let me know if anything is confusing or holding you up.”

“I noticed you’ve been really focused today—keep it up.”

End-of-Day Wrap-up

This is a key moment for reflection and relationship-building. Always make time to close out the day together.

- Ask: What did you work on today?
- Ask: What did you learn or find challenging?
- Provide at least one piece of specific feedback
- Preview what to expect next time
- Confirm timecard is complete

Sample language:

“Tell me one thing you’re proud of from today.”

“You really improved your attention to detail—I noticed that.”

“Next time, we’ll build on this by starting a new task together.”