

Tan, Janelle

Subject: FW: Ann's brilliant email

EXAMPLE Email to send to SS in early July (check in between FS and SS). 2 noteworthy points:

- Offer specific questions to stimulate thinking, going beyond “How are things going with ___?”
- Offer to check in through a format that works for the SS (email, phone, video, text)

From: Stone, Ann <Ann.Stone@sauder.ubc.ca>

Sent: April 26, 2024 4:36 PM

To: Tan, Janelle <janelle.tan@ubc.ca>

Subject: Ann's brilliant email

We can edit from here, but here is what I sent to the SS for both of my students:

Ann here, the faculty advisor for the MFRE project.

I know that you're seeing a lot of our students; thank you for making space and time available for them to interact so closely with you.

I'm checking in for feedback on how you feel things have gone to this point. I will need you to think about each student separately so that I can provide coaching to them specifically; perhaps replying to this once for [Student 1] and another time for [Student 2] might help you stay focused given that you have 2 of our students!

Since the question of “how have things gone” is quite broad, here are some potential questions to stimulate your thinking, particularly the more forward looking perspective. Any question that doesn't seem to fit your thinking or perspective you're welcome to skip! This is more to stimulate your thinking and provide details that can be helpful for me as their coach.

Has the student made appropriate progress to this point in the summer on the project?

If yes, is there a particular aspect that is noteworthy?

If no, is it “overall” or a portion of the project?

Since you see and interact with the students in person more than I do, do you find them to be engaging, thoughtful and helpful in those interactions?

Do you have any other specific coaching you'd like them to receive but would prefer it to come through me?

And of course, any other thoughts or insights you'd like to share!

I'm happy to do this via phone, Zoom, or text if that is easier than email. Just shoot me a reply and we'll quickly get that organized. I have found in the past that the ability to respond to this on your schedule is often easiest, but I'll work with you as best I can. [Provide your availability] (although I'd love to close this out this week if possible)

I'll remind you that the first week of August the students will be readying their final deliverables for my review. The second week of August we'll be working with them to revise and polish their work. Then the end of that 3rd week, the

18th, are the student presentations, which are their opportunity to not only share their information but to practice presenting. It is hard to believe we are so quickly coming to the end of the project!

I hope you're enjoying this stunning weather we're having!