

Figure 6.1b

SUPERVISION PRACTICE: A STOCKTAKING PRO FORMA	
RECAP	<i>How well do I/can I...</i> Confident Unsure Problematic
<p>GENERAL GROUNDWORK Clarify through written guidelines/ student briefing:</p> <p>e.g. - aims and scope of project; - supervisor's role (availability, likely contact patterns and support); - presentation requirements, deadlines, and any formalities.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Comments</p>
<p>TOPIC SELECTION Assist student(s) to select a promising topic in terms of:</p> <p>e.g. - fit with the course; - level of challenge; - skills needed; - interest and contribution to learning.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Comments</p>
<p>SPECIFIC PROJECT PLANNING Assist student(s) to identify and refine:</p> <p>e.g. - appropriate methodology; - component tasks and sequence; - timetable and milestones.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Comments</p>
<p>REVIEWING PROGRESS Keep in touch with:</p> <p>e.g. - how student(s) are getting on and resolving their problems; - how effective my feedback is proving; - how evenly distributed among students is my contact and support.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Comments</p>
<p>SUBMISSION AND FOLLOW-UP Encourage:</p> <p>e.g. - timely submissions and assessment; - feedback on the project and supervision; - student reflection on what they've learned.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Comments</p>