

EMAIL OR MEMO TEMPLATE

WHAT IS THIS? Before having a Hopkins GROW conversation, supervisors should inform student of the upcoming conversation through an email or memo.

Email Template:

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. Across the Division of Student Life, we participate in a program called Hopkins GROW that is designed to help you make meaningful connections between what you're learning in the classroom and what you're learning in your internship. 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 few moments to look over these questions and think about your answers prior to our meeting.

- How is this internship fitting in with your academics?
- What are you learning here that's helping you in school?
- What are you learning in class that you can apply here at your internship?
- Can you give me a couple of examples of things you have learned here that you think you'll use in your chosen profession or next experience?

See you next week!

Sincerely,