

# HOPKINS GROW INSTRUCTIONS AT A GLANCE

**WHAT IS THIS?** This document outlines supervisor instructions for Hopkins GROW

## Steps for Conversation:

1. Send your student interns an email or paper memo (whichever works best in your area) a week before your meeting with the following information (you may find it useful to use some of the language from the Hopkins GROW email or memo template).
  - a. An explanation of why you are having these conversations
  - b. The list of questions you'll be discussing
  - c. Instructions to think about these questions and have answers prepared for the meeting
2. Approach these questions as if you are having a conversation. Feel free to ask the questions in any order and let the conversation flow naturally. You may find it useful to brainstorm with other supervisors or your Human Resources representative on the key things you expect students to learn from their internship experience in your area.
3. If your student interns are having a hard time answering these questions, feel free to share your ideas or observations on what they are learning on the job.
4. **REMEMBER:** take notes during the conversation and record them on your Capstone Conversation Form. This form can be found in SMILE connected to the student application.