

Participant Check-in Template

I. Purpose for making contact:

- Coaches introduce themselves to the participants to inform them they will continue to coach them through the remainder of the project
- Provide supports with work schedule flexibility when possible to accommodate training needs
- Inform them that the organization value this training program and other professional development opportunities
- Inform participants of their availability (best time to contact the coach) and preferred method (phone, email, etc.)

II. Determine:

1. Frequency of check-ins with participants (weekly, bi-weekly, during supervision time?)
2. Mode: Phone call? Email? Individually or in a group?
 - a. Coaches may consider making connections among the participations from the same organization.
 - b. Coaches may help to facilitate a study group. Goals of the study group may include discussions on: What are the assignments about? What questions are being asked?

III. General Check-in Questions:

1. How are you doing? How are things with work?
2. Are there other opportunities in the organization that you interested in?
 - a. Have you applied? What were the results? How can I help?
3. Do you believe you are ready to begin the course in September?
 - a. What are your challenges? Any anticipated challenges?
4. Do you have the resources and support you need to be successful in the social work program?
 - a. Which supports do you need?
5. Are there resources on campus that you would like to make use of but have not been able to?
 - a. Why? What's preventing you?
6. Have you created a plan for completing assignments?
 - a. Will you have adequate time?
7. Are you involved in TRIO?

Questions specific to the fall course:

7. How are things with the course? **Ethics In Social Work and Human Services**
8. Are you encountering any challenges?
9. Do you need any supports?

- b. How can I help?
- 10. Are you submitting assignment on time?
- 11. Do you understand what is expected in the course and when assignments are due?
- 12. Do you review the feedback you receive from the professor?
- 13. Have you missed any appointments with your professor or counselor?
- c. Have you followed up?

Questions were developed for individual who were at risk of failing

- 1. Did you encounter any challenges while completing the program?
- 2. Did you have any other personal barriers?
- 3. Did you lose interest or was there something else?
- 4. How did these challenges affect your participation?
- 5. Please give feedback on the pace of the course?
- 6. Please give feedback on the pace of the assignments?
- 7. What would have made you feel more engaged?