

Discussion with: _____

Date/Time: _____

<p>Introductory Comments</p> <ul style="list-style-type: none"> • How will you begin the meeting? 	
<p>Student's Viewpoint</p> <ul style="list-style-type: none"> • What questions will you ask to encourage the student to share his or her perspective? • What reaction do you anticipate from this student? 	
<p>Supervisor's Viewpoint</p> <ul style="list-style-type: none"> • How will you summarize the student's performance? • What behaviors should the student continue? • What are the student's opportunities for improvement? 	
<p>What goals for the coming rating period will you highlight?</p>	
<p>How will you ask the student for feedback on your suggestions to ensure a collaborative effort?</p>	
<p>How will you close the discussion?</p>	