

How to Create a Supportive Environment

- I. Before the Student Arrives
 - A. Write a letter of introduction; include a map, information about parking, dress code and any other information the student will need on the first day
 - B. Send the student notebook/manual, including fieldwork objectives
 - C. Send a list of recommended reading materials or send copies of specific articles, etc. the student should read prior to beginning fieldwork
 - D. Talk with the student on the phone
 - E. Assign desk space or other space for the student
 - F. Make a "Welcome" sign
 - G. Designate a mailbox for the student and identify it with the student's name
 - H. Inform your colleagues, both in your immediate department and those you frequently work with in other departments, that you will have a student from (date) to (date).
 - I. Be sure student handbook/manual is up to date
 - J. Secure name tags, meal tickets, parking passes, etc.

- II. During the Fieldwork Placement
 - A. Set aside regular supervisory time
 - B. Introduce the student in all new situations
 - C. Involve the student in department social activities
 - D. Use the student's name when introducing or referring to him/her
 - E. Solicit help from co-workers when needed
 - F. Provide ongoing feedback, positive and constructive
 - G. Provide an organized, formal orientation to the department and facility