

E-mail or Memo Templates

What is this?

Before having a **STAMP GROW** conversation, supervisors should inform students of the upcoming conversation through an e-mail or memo. Here is some suggested language.

Email Template: Conversation #1

Hello,

I just wanted to send out a quick reminder about our meeting next week and give you a little more information about what to expect from our conversation. Across the Adele H. Stamp Student Union—Center for Campus Life, we participate in a program called **STAMP GROW** that is designed to help you make meaningful connections between what you're learning in the classroom and what you're learning on the job. 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 a few moments to look over these questions and think about your answers prior to our meeting:

- How is this job 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 work?
- Give me a couple of examples of things you've learned here that you think you'll use in a future profession.

This meeting will likely be 10-15 minutes in length. See you next week!

Sincerely,

E-mail or Memo Templates, continued

Email Template: Conversation #2

Hello,

I just wanted to send out a quick reminder about our meeting next week. Through our participation within the **STAMP GROW**, we will be discussing what you are learning in the workplace and how this connects to your academics. Below is the list of questions that I will be asking you during our conversation. You may notice that these questions are the same ones we talked about during our last meeting. For this meeting, think about anything new you have learned or noticed since we met last time.

- How is this job 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 work?
- Can you give me a couple of examples of things you've learned here that you think you'll use in a future profession?

Lastly, please be aware that after our **STAMP GROW** reflection conversation we will discuss your performance evaluation for this semester. This is an opportunity to review your duties and expectations and a space to provide you with feedback on how to grow as an employee within our unit.

This meeting will be approximately 15-20 minutes in length. See you next week!

Sincerely,
