Welcome to UMaine Grow!

Introduction

UMaine GROW, based on its parent program IOWA GROW, provides student employees opportunities within their employment experiences to increase proficiency in a variety of skills and strengths over the semester (i.e. communication skills, problem solving abilities, conflict negotiation, preparation for real-world employment, learning about the chosen field, and making connections between work and academics). Student employees and supervisors will collaborate in choosing at least one skill to focus on; however, student employees may choose up to five.

Student employees will be challenged to both independently monitor their achievement and work alongside a supervisor to establish new learning and job responsibilities. Required UMaine GROW meetings will offer opportunities to draw connections between activities carried out at work and activities in academic environments.

UMaine GROW extends to any and all of the departments at the University of Maine. Those who choose to participate in this program should be prepared to commit to their responsibilities outlined in this instruction packet. Responsibilities will vary depending on your status.

<table>
<thead>
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<th>Role</th>
<th>Responsibilities</th>
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<tr>
<td>Supervisors are to...</td>
<td>- Stay in communication with the office of Student Employment</td>
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<td>- Complete the supervisor checklist</td>
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<td>- Submit the supervisor surveys at the expected timeframe</td>
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<td>Students are to...</td>
<td>- Perform regular work duties while focusing on their chosen skill(s)</td>
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<td>- Communicate questions to supervisors</td>
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<td>- Complete the student checklist</td>
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<td>- Submit the student surveys at the expected timeframe</td>
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<td>The Office of Student Employment is to...</td>
<td>- Communicate with supervisors</td>
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<td>- Receive data</td>
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<td>- Consolidate information for a final report on program success</td>
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For questions or more information, contact the Office of Student Employment at 207.581.1349.

GROW is a registered trademark of the Iowa GROW program.
Checklist for *Supervisors*

1. Attend a “UMaine GROW Training”. (Contact our office for the next available training.)
   Here you will;
   - Complete the *Supervisor Agreement*. *(Student Employment will take this with them.)*
   - Collect your copy of program instructions.
   - Clarify any questions or concerns with Student Employment staff.
   - Complete the *Introductory GROW Supervisor Survey* with Student Employment.

2. Select your student employee(s) from your department to participate in UMaine GROW.
   - Schedule an introductory GROW meeting with each of them, individually, at the *beginning of the semester*. Option: If you feel it to be helpful, student employment may join you for one of your first meetings. Call or email if you are interested.

3. Host the “Introductory Meeting” with each individual student. *Complete all Intro Meetings ASAP.* At the introductory meeting, you should;
   - Have your student sign the *Student Agreement*. On the Agreement Form, discuss up to five skills your student wishes to focus on during the semester.
   - Answer the *Student Meeting Prompts* with your student. (This is a printed form.)
   - Allow your student a few minutes to complete the *Introductory GROW Student Survey*. (This is a Google Form.)
   - Return both forms (Student Agreement and Student Meeting Prompts) to the Office of Student Employment.

4. “Check In” with your student employee(s) to collect updates on the development of their chosen skill(s). The check-in(s) can be as long or short as the two of you need. **No forms, notes, or surveys are required.** The check-in should occur at least once, and fall somewhere between the Intro and Follow-Up Meetings.
   - Minimum of one mid-term check in, where you answer questions/offer help.

5. Host the “Follow-Up Meeting” with each individual student. *Complete all Follow-Up Meetings before finals week.* At the follow-up meeting, you should;
   - Answer the *Student Meeting Prompts* with your student. (This is a printed form.)
   - Allow your student a few minutes to complete the *Follow-Up Student Survey*. (This is a Google Form.)
   - Return the form (Student Meeting Prompts) to the Office of Student Employment.

6. After you have completed all of your student meetings;
   - Complete the *Follow-Up Supervisor Survey*. (This is a Google Form and will be submitted electronically upon completion.)

Thank you for your participation, we hope to work with you again! - GROW Staff
Checklist for **Student Employees**

1. Attend the “Introductory Meeting” with your supervisor **at the beginning of the semester.** *This needs to be completed ASAP* Here you will:
   - Complete the **Student Agreement** with your supervisor and **choose up to five skills** for which you wish to grow in and focus on during the semester.
   - These may be department specific or chosen to enhance a weakness (ex: assessing pressure differences on iron material vs. time management).
   - The skill(s) must be approved by your supervisor.
   - Answer the **Student Meeting Prompts** with your supervisor.
     - This should be a conversation between you and your supervisor, where he/she asks you the prompt, you respond, and they write down your answer. Your supervisor will be responsible for returning this form to the Office of Student Employment.
   - Complete the **Introductory GROW Student Survey.** (This is a Google Form which will be submitted electronically upon completion.)

2. Between the Introductory and Follow-Up Meetings, freely ask your supervisor questions (if any) about growing in your intended skill area(s). Your supervisor may collect updates on the development of your chosen skill(s) and offer help when useful. Take the time to pull your supervisor aside to discuss your skill(s), whether or not you feel as though they are getting you the most out of the program, and if additional skills may be good for you to add.
   - When talking with your supervisor, schedule your second (follow-up) meeting with your supervisor **before finals week.**

3. Attend the “Follow-Up Meeting” with your supervisor. **This needs to be completed before finals week** Here you will:
   - Answer the **Student Meeting Prompts** with your supervisor.
     - This should be a conversation between you and your supervisor, where he/she asks you the prompt, you respond, and they write down your answer. Your supervisor will be responsible for returning this form to the Office of Student Employment.
   - Complete the **Follow-Up Student Survey.** (This is a Google Form which will be submitted electronically upon completion.)

Thank you for your participation, we hope to work with you again! - GROW Staff
**Steps for Student Meetings**

1. Notify your student(s) one week in advance that they will be having a brief discussion with you.

2. Download and print the *Student Meeting Prompts* for your meeting. This provides you with the prompts and room to take notes.

3. If your student employee shows difficulty in answering any prompts, feel free to assist them. There is no time limit or minimum on your meeting.

4. Once you have discussed the prompts in full, allow them to take the *Student Survey* on a computer or mobile device. The link to this survey is available to you at any time via the Office of Student Employment. Once the survey is up, allow the student to take the survey anonymously.

5. After the student has submitted their survey answers, wrap up the meeting by scheduling your next one. (i.e. If this is your first meeting, schedule your mid-term check in. If this is your mid-term check in, schedule your final [follow-up] meeting.) These meetings should all be one month apart.

6. Unless the student has more to discuss, you may end the meeting here.

7. Submit a copy of your *Student Meeting Prompts* to the Office of Student Employment. You should submit one per student. We recommend keeping a copy of this form for you to reflect on in future meetings.

*We highly recommend for any notes to be directly related to the student's experience with their job and this program. We will not use any information without the student's permission, unless waived. Should a reportable issue be noted during a meeting, please see the provided resources in the back of this packet. We ask you to protect your students by connecting them with the appropriate resources when or if necessary.*
Program Glossary

In order of appearance:

**UMaine GROW Training (Offered by the Office of Student Employment to Supervisors)**
The necessary first step in beginning the process of participation in UMaine GROW. During this meeting, Student Employment staff will introduce supervisors to program roles, responsibilities, and important forms. This is a great opportunity for supervisors to ask questions!

**Supervisor Agreement Form**
Allows Student Employment to catalog the supervisors and departments who are participating. By signing this form, the supervisor agrees that they are comfortable moving forward with the proposed responsibilities and tasks.

**Introductory Supervisor Survey**
Measures supervisor preparedness and proficiency prior to UMaine GROW. When combined with the Follow-Up Supervisor Survey, data will allow a measure for comparing pre and post growth.

**Student Agreement Form**
Allows Student Employment to catalog the students who are participating, and their chosen skill(s). By signing this form, the student agrees to participate with the proposed responsibilities and tasks.

**Choosing Up To Five Skills**
Provides the student ownership and pride over the content of their learning. Additionally, these skills may contribute towards the student’s preparedness in entering the workforce.

**Student Meeting Prompts**
This form will be completed twice over the course of the semester. It is the first part of the supervisor-student meetings and will appear as a verbal communication between supervisor and student where the supervisor will ask the prompts and record student answers. These prompts should help relieve supervisor anxiety in how to start meetings.

**Introductory GROW Student Survey**
Measures student preparedness and proficiency prior to UMaine GROW. When combined with the Follow-Up Student Survey, data will allow a measure for comparing pre and post growth.

**Follow-Up Student Survey**
Measures student growth in proposed skills and performance. When combined with the Introductory GROW Student Survey, data will allow a measure for comparing pre and post growth.

**Follow-Up Supervisor Survey**
Measures supervisor growth in proposed skills and performance. When combined with the Introductory GROW Supervisor Survey, data will allow a measure for comparing pre and post growth.

For questions or more information, contact the Office of Student Employment at 207.581.1349.

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Resources

Campus Police
- (207) 581-4040
- Provides on campus safety. Located on 81 Rangeley Road on the UMaine campus. Dial 9-1-1 for an emergency. Dial 3-1-1 for non-emergency dispatch.

Career Center
- (207) 581-1359
- umaine.edu/career
- Students should be directed to the Career Center if they are; choosing a major, exploring career possibilities, or are beginning to search for internships and jobs. By-appointment advising and walk-in services are offered Monday-Friday.

Counseling Center
- (207) 581-1392
- umaine.edu/counseling
- Provides self-help, relaxation techniques, counseling services for all including; group, couples, and individual counseling.

LGBTQ Services & the Rainbow Resource Center
- (207) 581-1865
- Empowers and increases visibility of Lesbian, Gay, Bisexual, Transgender, and Queer people by promoting quality and inclusiveness at the University of Maine.

Office of the Sexual Assault & Violence Prevention Program
- (207) 581-1406
- umaine.edu/osavp
- The OSAVP coordinates the university's response to reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking.

Student Life
- (207) 581-1406
- https://umaine.edu/studentlife/
- Supports the engagement of students into campus activities. Contact Andrea Gifford for help, advice, and support in working with your student(s).

Student Support Services (TRIO)
- (207) 581-2320
- umaine.edu/sss
- TRIO works with first-generation, income-eligible, and disables University of Maine students to provide advising, mentoring, and personal support.