

Student Work Plan

Last revised: October 2018
 Last reviewed: October 2018
 Next review: October 2019

Primary Responsibilities	Timeframe
Major responsibilities assigned to the job (important duties, projects, etc.) – refer to Job Description	When students are expected to achieve their responsibilities, duties, projects (daily, monthly, before end of term)
§ Data input	§ Weekly or as required
§	§
§	§
§	§
§	§
Learning and Development Opportunities	
Projects, activities, or improvements suggested/requested by students (learning opportunities, increased responsibilities/participation, suggested improvements, etc.)	
Student Input	
Projects, activities, or improvements suggested/requested by students (learning opportunities, increased responsibilities/participation, suggested improvements, etc.)	
Communication	Timeframe
How you will review progress, provide feedback, and engage in open discussion (meetings – group or individual, telephone, email, informal, open-door policy, etc.)	When you will communicate with your students (daily, monthly, as needed, mid-term, etc.)
§ One-on-one meeting	§ Monthly
§	§
§	§
§	§