

# Remote Meeting Framework for Meeting with Students

This general framework was made possible thanks to a framework initially created by SHOP, please refer to their completed framework.

## Introduction

- Introduce yourself with your name, pronouns, and your position title. Ask the student to introduce themselves as well with their preferred name and pronouns.
- *[Brief overview of services]*
  - *Advising? Check in?*
  - *Confidential? Mandatory reporters?*
  - *Anything else?*
- *[Is there anything you want to highlight?]*
  - *Do students guide the session?*
  - *What's your unit philosophy?*
  - *Do you do any follow up appointments/emails?*
- Ask: Do you prefer video or no video?

## Context

*[Is there anything you need to know when meeting with students? (e.g. a student's living situation, their grade, their year, their major, their units, their expected graduation?)*

*Example:*

1. **UCSHIP?** Yes \_\_\_\_ No \_\_\_\_  
No- Other types of insurance?

*Ways to approach this:*

*"We ask all students a few questions to get some context- is that ok?"*

*"Before we start our meeting, are you comfortable with answering a few questions about \_\_\_\_\_?"*

*"For this meeting I do just need to ask a few basic questions, let me know if you're comfortable with that and we can start when you're ready."*

## Transition:

*[Insert what the meeting host can say to transition into the meeting. Here you'll likely emphasize how these meetings are to support students, you can also state what your goal is for this session, and what resources you have on hand. The goal is to let the student know how they're being supported.]*

**Below is an example of the transition that is utilized in SHOP.**

*"We want this time to be about supporting you in the areas you reached out about. But, we have a lot of general health & wellness resources as well - after we talk a bit more I can share resources around things like time management, sleep, nutrition, stress management & adding joy into your everyday life. Our goal is to help you get through this very unique time we are in."*

## Intro questions you can ask:

1. **What inspired you to reach out for an appointment with [insert department]?**
2. How are you right now?
3. What do you hope to get out of this session?
4. How has this quarter been for you so far?
5. Is there anything you're having specific issues with at the moment?

*[The goal of this section is for the adviser to gain more information so they know which areas to focus on to make the meeting as catered to the student as possible.]*

## Areas of Focus

*[This is space to list the various areas of focus that advisers should be prepared to cover during meetings with students. Possible areas of focus include Stress Management, Budgeting, Class Schedules, Graduation requirements, Sleep, Routines, Self Care, Advocacy services, Safety Planning, Time Management, Social Media, Health, Concerns over Coronavirus, Housing Security, Food Security, etc.]*

- Area of focus #1

*[Use the space below to go over each area of focus. This could possibly look like the example below, adjust this section however you'd like to best fit the objective, services, and goals of your department.*

*Area of focus:*

*Questions to ask:*

*General tips:*

*Advice for specific areas of concern:*

*Resources:*

Area of focus:	Area of focus:	Area of focus:	Area of focus:
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Area of focus:	Area of focus:	Area of focus:	Area of focus:
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Area of focus:	Area of focus:	Area of focus:	Area of focus:
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## Wrap Up

<p><i>Plug any social media that may be relevant to the student.</i></p> <p><i>Thank the student for their time and let them know something they did that session that was beneficial or helpful (i.e. "I really appreciate how open and honest you were!")</i></p> <p><i>Add anything here that would be relevant to your department.</i></p>	<p><i>Is there anything to email?</i></p> <ul style="list-style-type: none"><li>- <i>Resources?</i></li><li>- <i>Follow ups?</i></li><li>- <i>Details from today's session?</i></li><li>- <i>Any forms?</i></li></ul>	<p><i>What follow up actions need to be taken besides email?</i></p> <ul style="list-style-type: none"><li>- <i>Slugsuccess?</i></li><li>- <i>Referrals?</i></li><li>- <i>Feedback/Survey?</i></li></ul>
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