

Madison Micros Expectation Agreement for Project Hosts and Student Participants

The University Career Center strives to make the Madison Micros Program a positive experience for all participants, therefore, to facilitate the best possible outcomes for all involved we ask Students and Project Hosts to agree to uphold the following expectations:

Combined (for students and Projects Hosts) Expectations:

- 1. Meet “face to face” at least once a week**
 - a. Meetings between students and their Projects Hosts can take place via video conference, telephone, or in-person. Direct/immediate communication between students and their supervisors is crucial to give thoughtful feedback, work through challenges, and set goals. Between meetings students and hosts are highly encouraged to communicate via email or other forms of written communication, however tone, intent, and emphasis can be lost or missing through text alone.
- 2. Collaborate together to develop goals or milestones for each week of the project to ensure its timely completion**
 - a. To do lists are helpful for everyone to be on the same page and keep things on track!
- 3. Reach out to the Center for Career Planning if there are concerns that need to be addressed**
 - a. Chances are you will not need us once the Micro has started but remember that we are here if you do! In the event there are any concerns we can help with, it is always better to reach out early.

Student Specific Expectations

- 1. Complete the Pre and Post Madison Micro Experience Survey from the UCC**
 - a. You will get the surveys at the start and end of your project to help assess your career development
- 2. Communicate your schedule to your Project Host**
 - a. Let your Project Host know when you have classes or other mandatory academic requirements
- 3. Take Initiative and Ask Questions**
 - a. Part of managing a project from start to finish is looking ahead to see what needs to be done early and asking questions so you accomplish objectives without re-doing work
- 4. Make an appointment with University Career Center after your project is over**
 - a. We want to help you reflect on your experience, think about what's next, and brainstorm ways to put this experience on your resume

Project Host Specific Expectations

- 1. Onboard Students to the Madison Micro Program and Your Organization**
 - a. Explain the needs, expectations, and future impact of the Madison Micros Program and familiarize the student with your organization's mission, brand, and purpose
- 2. Provide Student Supervision and Feedback Throughout Project**
 - a. Students need a designated supervisor they report to throughout the project, in the event the main supervisor is out (vacation, illness, etc.) the student should have someone to report to in the interim
- 3. Completed projects with Monetary Compensation Should Be Paid Promptly**
 - a. Coordinate with students towards the end of the program to arrange for payment