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| ***Observation of supervision – possible topics of discussion*\*** | |
| What is the supervision meeting about? | * *The product, e.g., data, analysis, text drafts?* * *The process, e.g., time management, the supervision relationship, the writing process, student’s independence?* * *Assessment (formative, summative) of the product?* |
| Speaking time and listening | * *Is the distribution of speaking time adequate?* * *Do student(s) and supervisor interrupt each other?* * *Is the supervisor paraphrasing (using student input)?* * *Is the supervisor meta-communicating (about own role and approach to supervision)?* |
| **Structure and planning** | |
| Describe how the supervision session is structured. | *Cf. the three stages of the supervision meeting:*   * *Start: Setting the agenda.* * *Middle: Identifying intended outcomes.* * *Conclusion: Summing up and planning.* |
| Alignment of expectations | * *Is there a meeting agenda? Who made the agenda?* * *How is the meeting closed? Do they make clear agreements about the next step?* * *Is meta-communication part of the dialogue? If yes, how?* |
| **Delivery and interaction** | |
| Conversation technique | *What questions is the supervisor asking? E.g.:*   * *Clarifying (what)?* * *Exploring (what else)?* * *Reflective (what if)?* * *Action-oriented (what now)?*   *Does the supervisor respond and use student answers constructively?* |
| Feedback | *Does the supervisor provide feedback? If yes, is it:*   * *Prioritized (essential elements)?* * *Criteria-based (according to the learning objectives)?* * *Specific (with concrete reference to student’s work)?* * *Instructive (regarding what and how to improve)?* |
| Supervision type | *What characterizes the supervision in this meeting?*   * *Hands-on (directive)?* * *Hands-off (student driven)?* * *Laissez-faire (relativistic)?* |
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| What do you think works well - strengths? | |
| Areas for future attention? | |

\* This template can also serve as a guide for a conversation regarding the practice of supervision, without direct observation of an actual supervision session.