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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)?*
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| 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.