

Master Samurai Tech Academy Supervisor's Information

More detailed tips/info:

Employer Resource Page: <https://mastersamuraitech.com/employer-resource-page/>

—> **MST Academy Training Plan** (document is available on Employer Resource Page)

Use the Training Plan to clearly communicate to your tech what is expected of him/her in terms of the Academy coursework. **One of the most important things is to let them know if you expect them to earn MST Certification**, since they would need to meet the required scores on every quiz they take.

You can also list **goals** for **how often/when they should study**, if there is a **target completion date**, and if there are any **rewards or consequences** (financial or otherwise) involved.

—> **MST Academy Tech Progress Sheet** (document is available on Employer Resource Page)

We've included a blank Progress Sheet as well as a sample one. This sheet is for the **tech to record his/her study time** and what was accomplished.

You can print copies and use this sheet as-is, or use this as a starting point to create your own if there are other things you'd like on the list. You could also create it in a digital format (such as in Google Docs) so the tech could fill it in online.

The **supervisor should periodically log into the tech's account** to spot-check and make sure their record is accurate. The tech should know that you will do this!

Steps to Mastery - please emphasize these with your tech

- Go through each unit attentively: **read, watch, take notes, do assignments.**
- Take the **quiz**
- Did the quiz reveal any weaknesses in understanding?
 - **Study** some more
 - You may have to **rewatch videos** - that is not unusual!
 - Ask for help in the **Ask the Teacher Forums**
- If you don't get the required score on your second attempt, submit a **Reset Request** before moving on in the course.

These items are explained in more detail in the **Orientation** module, but it is **very helpful if the Supervisor emphasizes these.**

In particular, techs should be encouraged to take advantage of the **interactive** component of the courses: the **Ask the Teacher Forums**. This is where Team Samurai can give more **personalized help** on any concepts they aren't quite getting. Some techs hesitate to post there, which is a shame.

Thanks for the honor of partnering with you to train your techs. Contact us if you have any questions!
~ **Team Samurai**