**Tips for Providing Constructive Feedback to Your Student**

Feedback should be frequent, ongoing, and systematic.

Feedback should be given in a private environment.

Feedback should be supportive and nonjudgmental (focus on the incident or behavior, not the person).

Feedback should be provided in a timely fashion.

Feedback should be specific and clear.

Feedback should be based on first-hand information, not conjecture or hearsay.

Feedback given should be a balance of both positive comments and constructive criticism.

Feedback should only be given when it is useful.

Feedback should not be overwhelming or it will not be fully heard (pick your battles).

*Feedback should be a two-way street. CIs need to solicit and listen to feedback provided by their students.*

**Tips for Active Listening**

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Give the speaker your undivided attention.

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Look at the student directly and provide occasional body language and verbal cues that denote you are listening.

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Maintain an open and inviting posture and facial expression to encourage student’s communication.

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Provide feedback through summarization, questioning, and paraphrasing.

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Delay judgment; don’t interrupt or argue.

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Respond respectfully; let student know his thoughts are valuable.