

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

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ISSUE III

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Supervisors  
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Supervisor Hat  
Supervisor Checksheet

SUPERVISOR KNOW-HOW

R Factor to Students

When a student has enrolled his last stop is at the supervisor's desk.

An R Factor as follows should be made:

Welcome the student to the course and tell him the name and level. Give him the time it starts and ends with break periods.

Any business is to be conducted out of study hours and no random breaks are allowed.

Inform him of the rules, setting up of chairs and tables, where clay demo table is, notice board, master checksheet and additions or subtractions, points system and checkout system and how it operates.

THEN send him off to tech services to get his materials; when he returns say "Start".

This action immediately establishes 8c for the student and he now knows who is in charge.

All his queries and questions are to be referred to the supervisor, as he must know it is the supervisor's job to refer students to where data may be found in the materials.

It is not anybody's job and certainly not another student's responsibility to do so.

Students are introduced at the beginning or end of a study period, not during.

Students returning from the examiner are announced - the only break. The response is inevitably enthusiastic and the students get busily back to work after such a success.

Those from cramming or who have flunked are returned unannounced.

On Friday nights the last half hour is spent on graduation when top students and those who have certified or classified or graduated are announced. The graduate is usually allowed to address the group and this would consist of the knowledge obtained from Scientology, what a wonderful group of people to work with the group was, what next course or study will be done, etc.

End off with asking how they did. You might even be surprised at the result of implementing a safe, stable study environment, well controlled and done with Standard Supervision.

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