**English Composition II – Student Checklist**

**Action Plan**

[ ]  Attend all my classes without skipping any session.

[ ]  Use a planner to schedule each assignment with deadlines and break down each required tasks toward completion.

[ ]  Complete readings before class.

[ ]  Meet with professor during office hours to clarify instructions and information.

[ ]  Take advantage of all FREE resources (e.g., ACE SI, ACE tutoring, ACE advising, student counseling, etc.).

[ ]  Decide when to take a break and how to reinforce or reward myself when tasks are completed.

[ ]  Stick to a consistent schedule for studying and completing assignments before taking a break.

[ ]  Spend at least 1 hour each day reviewing assigned readings.

**Motivation: You Can Do It!**

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| **Two of my goals are to…** *(read ahead the chapters, summarize class notes, meet with my professor, check ACE Self-Help, etc.)* |
| **Two effective habits I have done are…** *(minimize distractions when studying, follow my schedule/planner, attend tutoring, etc.)* |

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to adhere to this action plan and give this semester my all.**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**