TEXAS A&M INTERNATIONAL UNIVERSITY

My Academic Achievement Plan
(Self-Assessment)

Name:	GPA:	Term:
ID:	Academic Standing:	Major/Minor:
Best contact telephone:	Email: (Dusty)	Classification: (status, programs)

GOAL

In order for me to return to "Good Standing," I must achieve a minimum institutional GPA of 2.0. Failure to satisfy this requirement may result in a change in my academic standing.

To achieve this goal by the end of the semester, I will develop strategies to ensure I (1) attend class consistently and (2) submit my assignments on time.

SELF-ASSESSMENT

What have I done in the past that was ineffective?	What have I done in the past that was effective?
• I skipped classes when I didn't feel like attending.	• I attended class and was on time.
• I didn't always pay attention even when I was in class.	• I paid attention in class and took careful notes.
• I tried to google for information instead of asking my professor or tutors for help.	• I contacted my professor ahead of time to clarify information.
• I didn't feel like asking any questions because I didn't want to be embarrassed.	• I asked questions in class when I did not understand without feeling awkward.
• I rushed through my reading.	• I went to the tutoring center to get help early.
• I was distracted while I was reading.	• I managed my time carefully for each class.
• I waited until there was a test before reviewing my notes.	• I reviewed my notes consistently without delay before the next class.
• I didn't want to study with others for fear of being judged.	• I found a group of friends to study without being distracted.
• I didn't care if I passed or failed a class.	• I respected my own hard work and efforts.
• I didn't check when each assignment was due and often missed the deadlines.	• I treated my homework seriously.

NOTE: Make one copy for the STUDENT and one copy for EACH referral unit.   UC 11/18/2022

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ACTION PLANS

Manage Time	Manage Tasks
• Forward the deadline a week earlier to give myself more time. • Pace myself one step at a time • Measure how much time is spent on each task • Reduce every distractions in my surroundings • Avoid getting out of the seat to do something unrelated • Select an optimal time to do my task and give my full concentration • Review my work efficiency for future tasks	• Breakdown each step of a task • Decide what must be done now and what can wait • Make an appointment with a tutor for each task instead of accumulating them all in one sitting • Find out where I'm stuck • Study the task carefully to identify if there is more efficient way to do it • Schedule other tasks to complete first • Review work effectiveness for future tasks.

Learning skills and studying strategies require two different habits. Here are what I need to do to improve myself.

Learning Skills	Studying Strategies
• Attend class and be on time • Ask questions in class • Take notes carefully • Have all class materials ready (textbook, writing utensils, battery charged, etc.) • Complete reading before class • Complete assigned tasks prior to the next lecture • Check for understanding with professor before the next lecture • Reflect on new knowledge and try to link to previous learning • Search for new information to reinforce current knowledge • Meet with professor during office hours to clarify instructions and information • Email my professor with questions within 24 hours • Schedule tutoring sessions even if I think I've already learned the material • Work with groups in and out of class to check my understanding	• Review my notes within 24 hours • Break down each steps needed to complete an assignment • Make sure I plan enough time to complete each task • Organize what needs to be done first and what takes the longest time • Synthesize class notes with information from the textbook to form my own study notes • Develop strategies for memorizing dates, lists, names, formulae, procedures, duration, etc. • Stick to a consistent schedule for studying before taking a break • Determine how to avoid distractions (put away cell phone, close social media tabs, go to a quiet place like the library, prepare materials, check calculator battery, etc.) • Decide when to take a break and how to reinforce or reward myself when tasks are completed

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My Academic Achievement Plan

==**AGREEMENT**==

(Self-Assessment)

I have completed my self-assessment and understand that my college will review my record at the end of the semester. The criteria for determining my academic standing are as follow:

➔ Achieved institutional GPA of **2.0 or higher** = return to "Good Standing" status

➔ Failed to achieve institutional GPA of 2.0 but **showed significant efforts to improve** = Remain on "Continued Probation/Suspension" status.

➔ Failed to achieve institutional GPA of 2.0 and **did not demonstrate efforts to improve** = Suspended from the University.

- ==I agree to implement the strategies listed on this Academic Agreement Plan and my choices and actions will determine my future academic successs.==

- ==I agree to monitor my Dusty e-mail regularly.==

- ==In order to return to the status of "Good Standing," I agree to meet with my advisor at least four times during the semester to report my progress.==

Progress Monitoring	Date:	Time:
After Census Date:		
Before Mid-Term:		
After Mid-Term:		
Before Final Exam:		

Comments/Evidence of Progress:

_____   _____

Student Signature   Date

For Official Use (Please PRINT):

Form initiated by:	Date:
Case followed up by:	Date:

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Sample Weekly Tracker:

Classes this semester: _____	Class 1	Class 2	Class 3	Class 4	Class 5
This week, I attended _____.					
I was able to do this because I _____ (what did you do that was effective?)					
I was able to work on my assignment, including reading ahead for _____.					
I will be scheduling tutoring sessions for _____ (which assignment).					
The assignments due next week are:					
My goal for next week will be to _____ (be as specific as possible).					

NOTE: Make one copy for the STUDENT and one copy for EACH referral unit.