

Improvement Plan

Purpose of Improvement Plans

Improvement Plans are designed to help identify factors that may be impeding progress and to plan actions and behaviors to improve performance. Concerns for student performance may arise in clinical (fieldwork/practicum), lab (skills), and/or theory-based courses.

Improvement Plans are developed together by the student and instructor and include the following:

- A summary of the area(s) of concern.
- Recommendations for improvement from the student and instructor.
- Resources to help students improve or meet goals.
- Criteria to be used for evaluation.
- Timeline for monitoring progress and reevaluation/Schedule for follow-up evaluation.
- Consequences related to inadequate outcomes/not meeting goals.

Reasons for starting Improvement Plans

- Exam score below 79.5% (any program)
- Exam score below 80% (ADN program)
- Core (program) course grade below 79.5% at midterm (any program)
- Core (program) course grade below 80% (ADN program)
- Unprofessional Behavior
- Code of Conduct Violation (refer to HS-00ii Code of Conduct policy)
- After the 3rd assignment with points deducted for grammatical errors
- After the 3rd discussion regarding a student's soft skill performance (from the Core Ability Form for OTA)
- After 3 NYs on the Core Ability Form (OTA program)
- Per Instructor discretion

Scheduled meetings may include the student, instructor, program director, counselor, and others as appropriate. Members will be identified prior to each meeting.

Referrals may be made to the Academic Support Center or Student Services to provide supportive services and assist with student success.

Process for Improvement Plans

- The Improvement Plan is signed by the student and the instructor as an acknowledgment of the meeting.
- A copy of the signed Improvement Plan is given to the student and to the program director after the meeting.
- The original and subsequent, updated copies of the Improvement Plan are kept in the program student record in a secure file and may be shared with the program advisor.
- Follow-up evaluations are scheduled to monitor progress.
- The Improvement Plan is modified at each meeting.
- Consequences apply if goals are not met.

Improvement Plan

Student Name: _____ Northwood Tech Student ID: _____ Program: _____ Date of first meeting: _____

Instructor Name: _____ Academic Status: Warning Failing Below Average

Course Title(s) and Number(s): _____ Course Type: Theory Clinical Lab/Skills

Area(s) needing improvement: Exam score Course grade Code of conduct Physical skills Sensory skills

Communication skills Safety skills Critical thinking skills Professionalism Other

Expected Outcome (What is the measurable goal?)	Plan of Action with Deadline (example: Go to academic support by May 1.)	Resources to help meet the goal
		Academic Support Referral Student Services Referral Other
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Next appointment date	Reevaluation, Progress Notes, & Outcome	Goal Met?
		YES NO
		YES NO
		YES NO
		YES NO

By signing this form, I acknowledge that I have reviewed this Improvement Plan. (Typed signatures are acceptable.)

Student Signatures	Dates	Instructor/Program Director Signatures	Dates