

IMPROVEMENT PLAN

What is an Improvement Plan?

An Improvement Plan is designed to help identify factors that may be impeding progress and 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 by the student and instructor together, 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 outcome/not meeting goals.

Who will be involved in the Improvement Plan?

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.

What happens next?

- The Improvement Plan is signed by the student and the instructor as acknowledgement 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 secured 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.

Automatic Improvement Plan:

Students receive automatic Improvement Plans for the following reasons:

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

NORTHWOOD TECHNICAL COLLEGE
HEALTH SCIENCES
STUDENT POLICIES

IMPROVEMENT PLAN

Student Name: _____ Student ID: _____ Date of initial meeting: _____ Academic Status: _____

Instructor Name: _____ Program: _____ Course Title(s) and Number(s): _____ Course Type: _____

Area(s) Needing Improvement: Exam Score Core/program 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.)	Reevaluation Dates, Progress Notes, & Outcome
		Next appointment date: _____ Goal Met? <input type="checkbox"/> YES <input type="checkbox"/> NO Notes:
		Next appointment date: _____ Goal Met? <input type="checkbox"/> YES <input type="checkbox"/> NO Notes:
	Resources (What support might help me meet my goal?) <input type="checkbox"/> Academic Support Referral <input type="checkbox"/> Student Services Referral <input type="checkbox"/> Other	Next appointment date: _____ Goal Met? <input type="checkbox"/> YES <input type="checkbox"/> NO Notes:

*By signing this form, I acknowledge that I have reviewed this Improvement Plan.

Student Signature (typed signature is acceptable) _____
(Date)

Instructor/Program Director Signature (typed signature is acceptable) _____
(Date)