**Course Performance Meeting Guide**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current letter grade in the course: \_\_\_\_

Student major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximately \_\_\_% of the course has been completed

What are your career and degree goal(s):

What are your goals/interests in this course (how does this course align with your career or degree goals)?

Review an assignment that serves as a good indicator of your performance in the course. (Quiz, Exam, Report, Project). What is the assignment reviewed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are some areas of strength indicated by this assignment?

What are some potential areas of improvement indicated by this assignment?

Describe your current study habits in the following areas and how they have affected your performance:

Classroom attendance:

Participation in class discussions:

Taking notes in class:

Number of hours each week spent studying/completing assignments for this course:

Distractions in your study environment (location, cell phone, TV, radio, etc.):

Reviewing/rewriting notes from class (how soon after class and how frequently):

Completing assigned readings (do you just read, highlight, take notes, or summarize along the way):

Completing assigned practice problems (how many completed and how frequently and what resources he/she allows him or herself to use when doing these):

Would you describe your studying as spaced studying or cramming? (Do your review every 24 hours?)

Do you ask questions in advance (well before tests/quizzes) about topics you don’t understand?

Do you form study groups other students?

When studying, do you frequently ask yourself how well you really know the material? *i.e. Do I know it well enough to teach it to someone else?*

Course specific suggestions (instructor may add questions or suggestions here; some examples are included):

What percentage of your studying involves memorization? (possibly using note cards)

What percentage of your studying involves application of concepts to new situations?

What percentage of your studying involves evaluation (comparing/contrasting)?

What percentage of your studying involves testing or quizzing yourself (making own practice test)?

What type of quiz test items do you struggle with?

Multiple Choice – Have you tried:

-Underlining key vocab words and circle important directions.

-Hiding the answers, answer the question freely, and then evaluate the choices.

Essay items – Have you tried:

-Making a jot outline

-Marking up the question to include number to help you keep track of complicated questions

-Anticipating the questions and creating practice answers

-Underlining key vocabulary terms and defining them in your answer

Additional resources for discussion (as warranted based on above discussion):

(What are some of the external barriers to you studying effectively?

Work (how many hours and when each week):

Home life (parenting or other responsibilities):

Outside commitments (sports, clubs, other extracurricular activities):

It might be convenient to try to map out the various commitments in a time management chart (see appendix) to see what time is available for studying. (May complete as a follow-up activity)

You may want to complete the Active Learning Checklist (see appendix) by checking the items you typically do. Do you see any items there that could make a difference?

You may want to complete the metacognition scale (see appendix). Do you see any items here that could make a difference?

**Course Performance Meeting Plan for Improvement**

Discuss next steps for the student in the course. Develop a specific plan for improvement. Both instructor and student should receive a copy.

What can/will the instructor do to support the student?

What can/will the student do to improve in the course?

Possible recommendations:

\_\_ Writing center (Muntz 112K) \_\_ Disability Services (Muntz 112E)

\_\_ Math Lab (Muntz 112G) \_\_ Meet with Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Science Learning Lab (Walters 200) \_\_ Meet with Instructor

\_\_ Career Services (Flory 120) \_\_ Meet with Counselor

\_\_ Study Skills Center (Muntz 112K) \_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agree upon a date/time for a follow-up appointment to evaluate whether the above steps have been effective:

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Give one copy of this page to student and one copy to the instructor.\*