

## Back On Course Alert 3

### Assignment 4: Progress Reports From Instructors

Name: \_\_\_\_\_

Date: \_\_\_\_\_

It is a helpful practice to assess where you stand in your classes and make any course corrections as needed to meet Academic Progress Standards (APS) and to reach your desired goals. Assignment 4 requires that you obtain a progress report **for each of the courses** you are currently enrolled in. This feedback must come from **your instructor**. The assignment also provides an opportunity for you to reflect on what strategies you have been employing in your classes this term and to evaluate their effectiveness.

#### Student Instructions:

- Step 1) Part 1 - Complete your part of the instructor forms included and provide one to each of your instructors with plenty of time for them to complete their part of the form and return it to you.

Feedback provided by your instructor(s) will help to determine the adjustments (if needed) you can make to receive your desired grade. Photocopy additional pages of the form if you are taking more than four courses this term

- Step 2) Part 2 - After receiving the feedback from instructors, complete the Reflection Questions for each class you are taking, making sure to answer each part of the prompt.

- Step 3) Staple the **instructor** completed forms to your reflections before submitting.

Online students - Scan and submit Progress Reports that have been completed and signed by each of your instructors. These must be completed for you to receive credit for your reflections. You will enter your course reflections in Moodle for each class. If you receive feedback by email scan a copy of the email and submit in Moodle.

Class and Section: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Date needed: \_\_\_\_\_

The grade I am hoping for in this class is? \_\_\_\_\_

**Instructor - circle the grade I am** on track to receive: A B C D F P NP unknown

**Instructor - please check items below that you recommend and provide additional comments to help me know what I need to do earn my desired grade.**

	Consistent attendance		Turn homework in on time
	Participate in class		Improve quiz results
	Improve test results		Use tutoring services
	Complete extra credit		
	Other:		

**Instructor Additional Comments:**

Instructor Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

\_\_\_\_\_

Class and Section: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Date needed: \_\_\_\_\_

The grade I am hoping for in this class is? \_\_\_\_\_

**Instructor - circle the grade I am** on track to receive: A B C D F P NP unknown

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**Instructor Additional Comments:**

Instructor Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

Class and Section: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Date needed: \_\_\_\_\_

The grade I am hoping for in this class is? \_\_\_\_\_

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	Other:		

**Instructor Additional Comments:**

Instructor Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

\_\_\_\_\_

Class and Section: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Date needed: \_\_\_\_\_

The grade I am hoping for in this class is? \_\_\_\_\_

**Instructor - circle the grade I am** on track to receive: A B C D F P NP unknown

**Instructor - please check items below that you recommend and provide additional comments to help me know what I need to do earn my desired grade.**

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	Complete extra credit		
	Other:		

**Instructor Additional Comments:**

Instructor Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Part 2: Self-Reflection Questions – to be done after you have received instructor feedback**

**Are you on course to receive your desired grade in each class?**

Refer to each class individually. **For each class:** If your response is yes, what strategies/attitudes/practices have kept you on course? Should your response be no, what actions/behavioral changes do you plan to take to get back on-course? **Be specific. Circle yes or no for each course.**

**Are you on course to receive your desired grade?**

<b>Class 1</b>	<b>CG 100 Back on Course</b>	<b>Yes</b>	<b>No</b>
	Course title above		
<b>Response:</b>			

**Are you on course to receive your desired grade?**

<b>Class 2</b>		<b>Yes</b>	<b>No</b>
	Course title above (e.g. WR 121 Composition)		
<b>Response:</b>			

**Are you on course to receive your desired grade?**

<b>Class 3</b>		<b>Yes</b>	<b>No</b>
	Course title (e.g. HE 275 Lifetime Health)		
<b>Response:</b>			

**Are you on course to receive your desired grade?**

<b>Class 4</b>		<b>Yes</b>	<b>No</b>
	Course title (e.g. MTH 060 Basic Algebra)		
<b>Response:</b>			

**Are you on course to receive your desired grade?**

<b>Class 5</b>		<b>Yes</b>	<b>No</b>
	Course title (e.g. PSY 201 General Psychology)		
<b>Response:</b>			