

## Academic Action Plan

**Your Name**

**Student Number**

**Date**

### Self-evaluation Questions

Self-evaluation sounds a lot more complicated than it is. It's really just finding out about yourself. The following questions will help you focus for the interview with your Course Coordinator and help us work with you towards identifying how best to help you.

#### Academic factors that impacted on your performance /results last semester

1. Lack of pre-requisite (assumed) knowledge	No	Yes
2. Understanding in lectures & Tutorials	No	Yes
3. Understanding spoken English	No	Yes
4. Understanding of material in tutorials, labs, groups or practical	No	Yes
5. Participation in tutorials or groups	No	Yes
6. Essays, reports or other written work	No	Yes
7. Reading material for subjects	No	Yes
8. Your note taking (classes, from text or reference material)	No	Yes
9. Exam performance	No	Yes

#### Personal factors that impacted on your performance / results last semester

Please indicate if the following issues have influenced your results.

10. Time management	No	Yes
11. Medical Problems	No	Yes
12. General anxiety/ stress	No	Yes
13. Cultural adjustment	No	Yes
14. Financial issues	No	Yes
15. Time spent in activities unrelated to study (e.g. paid work, volunteering, social activities, sporting activities and religious commitments)	No	Yes

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16. Family problems / pressures	No	Yes
17. Social issues	No	Yes
18. Accommodation problems	No	Yes
19. Relationship issues	No	Yes

**Cultural / Social / Environmental Factors that impacted on your performance/ results last semester**

*Please indicate if the following issues have influenced your results*

20. Loneliness and alienation	No	Yes
21. Lack of Guidance	No	Yes
22. Freedom at University	No	Yes
23. Coping with new ways of learning	No	Yes
24. Balancing work, paly and university	No	Yes

From the above questions that you have answered yes to, now rank the three that affected your performance the most (i.e. Questions 24, 4, and 16)

**Number 1 was**

**Number 2 was**

**Number 3 was**

**Program Choice / Career Goals/ Aspirations**

25. I am confident that I made the right decision in choosing my current degree program	No	Yes
26. The program will help me develop knowledge and skills which will be useful later on	No	Yes
27. University is important t to me as it will help me reach my long-term goals and aspirations	No	Yes

**Do you currently?**

28. Approaching tutors and lecturers to ask question	No	Yes
29. Start assignments early	No	Yes
30. Commit time and energy to academic work and tasks	No	Yes
31. Find you are self – motivated towards study	No	Yes
32. Join or form study groups	No	Yes

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- |   |    |     |
|---|----|-----|
| 33. Work consistently throughout the semester                                     | No | Yes |
| 34. Have good time management skills and formally plan hours of independent study | No | Yes |
| 35. Pre-read tutorial papers and textbooks before classes                         | No | Yes |
| 36. Prepare for tutorials, workshops and practical's                              | No | Yes |
| 37. Seek feedback on progress   | No | Yes |

**What will you do differently this semester?**

List the 3 most important things you will do this semester to improve your performance

**Most important**

**Second most important**

**Third most important**

**Who have you spoken to or sought help from to improve your academic performance?**

- a.
- b.
- c.

**Complete this section with your Course Coordinator:**

Agreed actions	Details	Timeframe
Seek assistance with your study skills or a particular topic area.		
Consult with a specialist, for example: <ul style="list-style-type: none"><li>• Counselling</li><li>• Disability support</li><li>• Senior Advisors (Health and wellbeing advice, finance, housing, etc.)</li><li>• Careers</li><li>• Chaplaincy</li></ul>		

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Agreed actions	Details	Timeframe
<ul style="list-style-type: none"><li>• International services.</li></ul>		
Change enrolment – e.g. reduce load, change major, etc.  International students: Changes to your enrolment may have implications for your student visa. Make sure you fill in a Reduced Study Load form (see <a href="https://www.vu.edu.au/student-tools/student-forms">https://www.vu.edu.au/student-tools/student-forms</a> and lodge it with the required supporting documentation.		
Consider a different VU course  International students must contact <a href="#">Victoria University International</a> to discuss any course changes.		
Non-academic activities		

Student signature:

Date:

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**Approval for Unit Block Removal**

Unit code	Unit name	Semester / Year

Staff member name:

Staff member signature:

Date:

Instructions for staff: please send the completed form to Student Services [StudentProgress.Action@vu.edu.au](mailto:StudentProgress.Action@vu.edu.au) so it can be filed against the student's electronic record and any unit blocks can be lifted.