

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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Academic Progress

- | | | |
|---------------------------------|----|-----|
| 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">• Counselling• Disability support• Senior Advisors (Health and wellbeing advice, finance, housing, etc.)• Careers• Chaplaincy		

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Agreed actions	Details	Timeframe
<ul style="list-style-type: none">• International services.		
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 https://www.vu.edu.au/student-tools/student-forms and lodge it with the required supporting documentation.		
Consider a different VU course International students must contact Victoria University International 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 so it can be filed against the student's electronic record and any unit blocks can be lifted.