

Academic Recovery Plan

This worksheet will help you develop a plan for getting back on track with your studies and improve your academic success. It is designed for students who have experienced difficulties with university - who have failed papers, have a GPA of less than 3, have received an academic warning, or are on conditional enrolment.

We recommend you talk to a Student Learning Adviser at Student Learning Development – we can assist you with your academic recovery plan and advise you on study skills and strategies. Consultations are free and confidential. Email: Student Learning hedc.studentlearning@otago.ac.nz for an appointment.

Follow the steps below to develop your academic recovery plan.

STEP 1

Identify obstacles you encountered last semester

Using the list below, identify the three greatest obstacles you faced last semester and how they interfered with your academic success.

Obstacle	How did this obstacle interfere with your success? Be specific.
1.	
2.	
3.	

- I didn't go to class
- I didn't take notes in class
- I didn't pay attention in class due to texting, Internet, etc.
- I didn't get my assignments in on time
- I didn't submit my assignments
- I didn't study enough
- I put in the time, but my studying was ineffective
- I didn't know how to study
- I didn't manage my time well
- I watched too much TV
- I spent too much time on the Internet, Facebook, gaming, etc.
- I wasn't organized
- I missed a test or assignment
- I procrastinated too much
- I didn't keep up with the reading

- I went to class but didn't participate
- I had test anxiety
- I was homesick
- I am unclear about my academic goals
- I allowed use of alcohol and/or other drugs to interfere with my studies
- I had difficulty prioritizing between study and social activities
- I wasn't motivated
- I had personal problems or issues
- I didn't get enough sleep
- I had trouble balancing study and paid work
- I wasn't sure I chose the right degree/major
- I became frustrated about my performance and just gave up
- I think I might have an undiagnosed learning disability
- I had financial problems

- I had difficulty with mathematics
- I had difficulty with the subject matter in one or more of my papers
- I had difficulty with writing and referencing
- My study environment was too distracting
- My note-taking skills were poor
- I had trouble concentrating
- I didn't get good advice
- I had problems with my flat-mates, college, housing situation
- I ran out of time to prepare for my exams
- I didn't know how to prepare for exams
- I used NCEA study strategies but they didn't work for uni
- I had timetable clashes

- I had health problems
- I didn't get on with my lecturer/tutor
- I felt anxious and/or stressed a lot of the time
- I was underprepared for the level of difficulty of classes
- I was involved in too many extra-curricular activities
- I didn't get University emails and announcements on Blackboard
- I didn't have the textbooks

Other obstacles

STEP 2

Generate potential solutions to overcome the obstacles you listed

Use the ideas below, or come up with your own, to give three potential solutions for each obstacle.

Obstacle	Solution #1	Solution #2	Solution #3
1.			
2.			
3.			

- I will meet with a Student Learning Adviser at Student Learning Development to discuss my situation and develop a plan for success
- I will develop a time management plan that works for me
- I will attend all my classes
- I will go to class prepared
- I will set a study schedule for each paper and follow it
- I will attend all my tutorials and labs
- I will attend any help sessions and extra tutorials

- I will attend Student Learning Development study skills workshops
- If I have difficulty with a subject, I will seek assistance early
- I will join a study group
- I will make better choices regarding my health, sleeping and eating habits
- I will make better choices regarding my use of alcohol and/or other drugs
- I will enroll in ENG127
- I will check if PASS is available in my papers and attend

- _I will use my lecturers' office hours to get help if I am having difficulty
- _I will get advice from the Career Development Centre and use their services
- _I will meet with someone from Disabilities Information and Support
- _I will get involved with sport and fitness activities
- _I will get involved with the Locals Programme
- _I will make an appointment with Student Health
- _I will make sure my student email account is working
- _I will contact Student IT Help and sort out my computing issues
- _I will use the textbooks and resources on close reserve at the library
- _I will review the course outline and lecturer expectations for each paper
- _I will establish a regular study schedule for each paper
- _I will find out my lecturers' and tutors' names and their office hours
- _I will resolve any timetable clashes, if possible

- _I will position myself in class for minimum distractions and maximum engagement
- _I will connect with other students and form a study group
- _I will use feedback on my work to improve my learning
- _I will be kind to myself and acknowledge my strengths and successes
- _I will plan ahead for busy assessment times
- _I will attend an exam preparation workshop
- _I will regularly evaluate my time management plan and my academic recovery plan
- _I will investigate internship opportunities
- _I will talk to my employer and spent less time in paid work
- _I will explore the financial support options on the OUSA website

Other solutions that will allow me to be successful

STEP 3

Identify solutions that will work for you

Using the template below, start with the three most achievable solutions you are willing to try. State how these solutions will help you, and what efforts you will have to make to achieve them. Be honest with yourself about the commitment and effort you are willing to put in – develop a plan that works for you.

Solution	How will this solution help me?	How much time and effort will this require?
1.		
2.		
3.		

STEP 4

Take action!

Develop your action plan.

Write down your most important goals for this semester. Using the solutions you identified, list the steps you will take to achieve your goals, and the date when you will complete the steps.

MY #1 GOAL: _____

Steps I will take to reach this goal:

1. _____ By _____

2. _____ By _____

3. _____ By _____

MY #2 GOAL: _____

Steps I will take to reach this goal:

1. _____ By _____

2. _____ By _____

3. _____ By _____

MY #3 GOAL: _____

Steps I will take to reach this goal:

1. _____ By _____

2. _____ By _____

3. _____ By _____

STEP 5

Take advantage of the support and advice available

Go to the University of Otago website home page

<http://www.otago.ac.nz/>

Under **Current Students** in the list on the left side you will find links to student resources and support services, including:

Study skills - digital resources

Student Learning Development

Locals programme

OUSA

Scroll down to the bottom of the page for more support services including:

My Otago First Year <http://www.otago.ac.nz/mofy/index.html>

Māori Centre <http://www.otago.ac.nz/services/maori.html>

Pacific Island Centre <http://www.otago.ac.nz/pacific/index.html>

Information Technology Services (ITS)
<http://www.otago.ac.nz/its/services/otago033765.html>

Student Health Services <http://www.otago.ac.nz/studenthealth/index.html>

Career Development Centre <http://www.otago.ac.nz/careers/index.html>

This worksheet was adapted from student success resources from Clemson University, University of Nebraska, Oregon State University