

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
PHLEBOTOMY
STUDENT HANDBOOK

IMPROVEMENT PLANS

Improvement Plans are used to indicate area(s) of deficiency that place the student at risk of not meeting course competencies. The Improvement Plan includes a summary of the area(s) of concern, student and instructor recommendations for improvement, and criteria to be used for evaluation. The Improvement Plan is signed by both the student and instructor as acknowledgement of the meeting. A copy of the signed Improvement Plan is given to the student at the time of completion of the conference. The original copy of the Improvement Plan is kept in the student record kept in a secured file in the faculty's office.

Improvement Plans are used to address concerns for the student's performance in both clinical and theory-based classroom courses.

A summary of areas of concern and growth contracts with students will be kept track of with the use of an Improvement Plan form, which will be attached to the front of the student's file.

Referrals

Referrals are made to direct the student to the Student Success Center for remediation of cognitive skills (grammar, reading, mathematics, spelling, test-taking, etc) or Student Services for counseling. Conferences are scheduled involving the student, instructor, counselor, and/or Student Success Center personnel as appropriate. When the remedial activity is concluded, outcomes of the referral process are shared with the instructor. Additionally, documentation of the referral process may be made on the campus student referral form ("Early Alert" form).

Improvement Plan

Student's Name _____ Date _____

Instructor's Name _____

Course Title and Number _____

Academic Status:

Area of Concern

Theory _____

Skills _____

Warning _____

Failing _____

Areas Needing Improvement:

Improvement Plan (Mutual):

Criteria for Evaluation:

Date _____

Student Signature

Phlebotomy Instructor Signature

Note - This form will be completed when:

- There are inconsistencies in academics or the level of competency or theory.
- Any behavioral inconsistencies that do not resemble professionalism or student success.
- The student is not meeting the minimal level of competency in any required courses for the Phlebotomy program.

A conference will be scheduled with the student and the instructor at which time the student and instructor will sign this form. A copy of the report will be submitted to the program supervisor within seven (7) days. Signature of the student denotes that the Improvement Plan has been reviewed with the student.