

**Performance Improvement Plan (PIP)**

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| **Student Responsibilities** |
| 1. Read the entire document, ask for clarification as needed, sign form then returning to faculty member at identified time. Electronic signature may also be acceptable.2. If you received this report via email, schedule follow up appointment with faculty within one week.  |

**This report is relating to:**

[ ]  Course Progress [ ]  Clinical Progress [ ]  Clinical and Course Progress

**Does this report relate to a clinical suspension?** [ ]  Yes [ ]  No

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| **Student Name:**  |  | **UID & Email:** |  |
| **Faculty/Staff Initiating Report:** |  |
| **Date of Report:** |  | **Form:** \_\_\_\_\_\_\_\_\_\_\_\_ {ex: 1 of 1 etc.} |
| **Course:**  |  | **Exam grade/****Course grade** |  |
| **Date of student meeting** |  | **Time** |  |

**SBAR**

**S**ituation/**B**ackground/**A**ssessment

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**R**equired Action(s)

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**R**ecommended Action(s)

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| **Can the issue be resolved?** | [ ]  Yes [ ]  NoIf no, rationale[ ]  No further follow up required. |
| **Student’s input on how best to resolve the issue, including setting a personal SMART goal****SMART goals are:** **S**pecific**M**easurable**A**chievable**R**elevant**T**ime Bound |  |
| **Faculty Member Input:**Including date/time for expected resolution. Consequence if required actions not completed. (if applicable) |  |

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| **Print Name of Faculty Member** |  |
| **Signature of Faculty Member:** |  |
| **Date Sent to Student:** |   Checking this box indicates lack of response from student |
| **Date Met with Student:** |  |
| This plan has been reviewed and discussed with the student. My{student} signature verifies that I am aware of the plan’s contents and existence. I understand this form will become part of my student record at MCN and the ultimate goal of this form is to identify options and resources for my success. Electronic signatures accepted.  |
| **Print Name of Student:** |  |
| **Signature of Student:**  |   Checking this box signifies acceptance of electronic signature |
| **Date:** |  |

**ADDITIONAL OUTCOME(S) EXPECTED FROM ENCOUNTER**

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| **Student will follow up with faculty on or before (DATE):** |  |
| **Additional notes/next steps:** |   |

**OPTIONS to include in the *Recommended Action* section** (Cut and paste into section(s) above as indicated).

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| Prepare for class by reviewing posted notes/lectures, reading text, completing assigned work prior to class, and reviewing notes after class.  | Meet with Assigned Academic Advisor to address career options, plans of study, course withdrawal, coaching through educational decisions/career options, personal problem solving, social/emotional concerns, and/or need for other helpful services. * Lana Cunningham; ltsumme@ilstu.edu
* Melissa Moody; mkmoody@ilstu.edu

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| Find study group/partner with similar study styles.   | Attend skills workshops offered by the Julia N. Visor Center. (<https://universitycollege.illinoisstate.edu/help/>)  |
| Engage with course – related ATI for study, quizzing, and review | Meet with designated Nursing Simulation Lab staff member for Skills remediation. (Joanna Willett: jrwille@ilstu.edu (309) 438-3619) |
| Participate in test reviews and/or see faculty to review tests.         | Consult with librarian (ISU/MCN librarian preferred).  (Laura Killingsworth: lakill1@ilstu.edu; (309) 438-8336)  |
| Meet with Success Plan Coordinator, Taryn Bradley, to review test-taking strategies/discuss responsibilities for own learning.  | Work with Peer Support Person (PSP) to develop more effective time management skills. (Taryn Bradley, tdbrad1@ilstu.edu (309) 438-1820)  |
| Work with an MCN Nursing tutor. Resources available in the [Success Reggienet site](https://reggienet.illinoisstate.edu/x/XMcTje). | Meet with Director of Undergraduate Program to address course/clinical behaviors and/or course/clinical progression concerns. (Sandy Nielsen: sdknigh@ilstu.edu; (309) 438-0177)   |

**SUBMISSION, DISTRIBUTION, and FOLLOW-UP**

1. The purpose of the Performance Improvement Plan is to assist the student to identify a mechanism for improvement including, but not limited to, available resources within the College and/or University.
2. Faculty initiating the form will:
	1. Communicate concerns regarding student success to the Course Leader.
	2. Provide completed **PIP** (pages 1 -2) to the student.
		1. Electronic forms should be transmitted to the student via ISUemail, giving careful consideration that the correct student is being sent this information
		2. When using hard copy, student should sign the original document.

1.) If a student is nonresponsive to meeting with faculty to discuss the PIP form after

 3 days, write “student nonresponsive” in the student signature area and move on

 to step 2c.

* 1. Send PIP forms, one student at a time, to the Administrative Assistant for the Undergraduate/Graduate Directors within 3 business days of the date of the report.
1. The Administrative Assistant for the Undergraduate/Graduate Directors then forwards to:

 a. Director of Student Success and Engagement

 b. Director of Undergraduate Programs

 c. Student’s Assigned Advisor

 d. If advisor is unknown, send to Director of Prelicensure Advising

1. The Administrative Assistant for the Undergraduate/Graduate Directors stores PIP forms in TEAMS

 a. Access to the site will be restricted to the following:

* + 1. Administrative Assistant for the Undergraduate/Graduate Directors
		2. Student Advisors
		3. Course Leader
		4. Director of Student Success and Engagement
		5. Director of Undergraduate Programs
		6. Associate Dean for Academics
		7. Associate Dean for Student Support Services
		8. Dean
1. The Program Director will prepare a monthly summary report of students who have received the **PIP** and submit it to the Associate Dean for Academics.
2. Monthly, the Program Director will meet with the Director of Student Success and Engagement and the Student Advisor for the purpose of reviewing all active **PIP**s.
3. Annually in {SPECIFY MONTH}in conjunction with the Director of Student Success and Engagement and the Student Advisor, the Program Director will analyze and evaluate *aggregate* **PIP** data. An annual summary report will be provided to the Associate Dean for Academics and the College Council Pre-licensure Curriculum Committee.

**When/When not to use the PIP form:**

Guidelines

**DON’T USE**

* 1st exam failure, unless extreme situation that needs documented.
	+ Instead, consider simply emailing those names to:
		- Director of Student Success and Engagement
		- Director of Undergraduate Programs
		- Course Leader
		- Student’s Assigned Advisor

**DO USE**

* 2nd exam failure or subsequent exam.
* Disruptive, concerning, unethical, or unresponsive behavior in class/lab/clinical that continues after a verbal warning.

(this is not an exhaustive list – please use your discretion)