

**Evaluating and Updating my Student Engagement Action Plan**

Student name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course: \_\_\_\_\_

Date of last Action Plan meeting: \_\_\_\_\_

Last meeting held with: \_\_\_\_\_

Today's meeting held with: \_\_\_\_\_

Trimester:		Date today:
Which support did I elect at my last meeting?	Did I engage/attend?	Was/is this effective? (Discuss)
<input type="checkbox"/> Academic Literacy Unit	Y	
<input type="checkbox"/> Student Learning Advisor appointment	Y	
<input type="checkbox"/> PALM appointment	Y	
<input type="checkbox"/> Academic Coordinator/lecturer appointment	Y	
<input type="checkbox"/> Student Services appointment	Y	
<input type="checkbox"/> The DRC	Y	
<input type="checkbox"/> Deakin University Counselling Service	Y	
<input type="checkbox"/> Other	Y	

## Where to find help on...

General questions, applying for documents (letters, transcripts, certificates etcetera), lecture attendance variation	Deakin College reception – <a href="mailto:deakincollege@deakin.edu.au">deakincollege@deakin.edu.au</a>
Attendance issues, Leave of Absence (intermission), Explained Absence, health issues, progression questions, general counselling, under-18 issues	Student Services – <a href="mailto:dcollstudentservices@deakin.edu.au">dcollstudentservices@deakin.edu.au</a>
Change of course, exams and results, review of final grade, review of assessment, Special Consideration, enrolment variation, withdrawal from unit or course	Academic Services – <a href="mailto:dcoll-acadserv@deakin.edu.au">dcoll-acadserv@deakin.edu.au</a>
Psychological counselling	Deakin University counselling service <a href="http://www.deakin.edu.au/students/health-and-wellbeing/counselling">http://www.deakin.edu.au/students/health-and-wellbeing/counselling</a>
Disability support and assessment, including special arrangements for examinations	Deakin University Disability Resource Centre (DRC) <a href="http://www.deakin.edu.au/students/health-and-wellbeing/disability-support">http://www.deakin.edu.au/students/health-and-wellbeing/disability-support</a>
Study/revision planning, time management and other study skills	Student Learning Advisors – book through the Student Portal under “Study Skills” tab
Subject-specific study skills support	PALM appointment (Peer Assisted Learning Mentor) – book through the Student Portal under “Study Skills” tab
Academic issues	Make an appointment with your Academic Coordinator or lecturer (book through reception)
IT support	IT help desk, level 2, LA building (Burwood)