Areas of Concern/Targets for Growth
Candidate/Faculty/Staff Improvement Plan and Meeting Summary Form

The process has been established to assist in the assessment of PSU candidates in the Early Childhood and Childhood Studies programs who are exhibiting behaviors or attitudes that are cause for concern. The impetus for setting up this process is so that prompt and substantial remedial action can be taken. It is, therefore, an attempt to introduce a process that will help maintain the integrity of the programs, while at the same time keeping in mind the best interests of all persons concerned. What follows is the documentation required once a concern has been raised. This documentation includes both a meeting summary and an improvement plan to be implemented by the student. Documentation should be made each time.

Candidate Name: **Meeting Date:**
Concerned Faculty/Staff Name:

Areas of Concern: *Indicators are clearly outlined in the ACT for Growth document. These indicators, developed to provide a common language to both faculty and Early Childhood and Childhood Studies majors, should be used to address areas of concern raised by the faculty/staff member.*

Improvement Plan:

Steps to Be Followed:

Timeline for Completion of the Plan:

Date of the Follow-Up Meeting:

Summary of Discussion: *Below, please summarize briefly the communication that occurs during this meeting between the faculty/staff member and the candidate.*

_____ _____

Concerned Faculty/Staff/Date **Candidate/ Date**

_____

Candidate's Advisor/Date

Candidate- My signature indicates that I understand that it is my responsibility to complete my improvement plan. I also understand the consequences of not completing my plan.

Copies of this form should be retained by the concerned faculty/staff member, the candidate and the candidate's advisor at the close of the meeting. The advisor should retain copies of this form in the student's advising file.