



# Academic Coaching (Role & Process)

More details can be found in the Coordinator Handbook under the Academic Coaching Guide

HSC 233

11am & 1:15pm



**Northwest**  
UNIVERSITY

# What is an Academic Coach?

- Helps students through the academic process
  - Orientation
  - Follow-up and monitoring
  - Keeping on track with what NU is requiring
  - Ordering books, doing homework, attending study hall

# Pillars of Student Success



# Advising Process

1. Degree Template Review-must have all transcripts in to accurately advise
2. Assigning courses
  - Full-time (12 credits)
  - $\frac{3}{4}$  time (9 credits)
  - $\frac{1}{2}$  time (6 credits)
  - 3 credits – not eligible for financial aid
3. Student is sent an advising email to both their personal and NU email of their schedule for the upcoming semester
4. To be registered for their semester, the student must clear any holds present on their account and confirm by email that they want to registered.

# Advising Process

## NU's Role

- Creating schedule and registering student

## Student's Role

- Clear any holds on account
- Confirm schedule

## Coordinator/Academic Coach's role

- Check in and follow-up that each of their students does the above

# Can our students all be in the same course?

- Transfer credits
- Variety of degrees offered at the partner
- Student withdraws or fails

# Student Orientation

- Setting up weekly schedule
- Going over program expectations
  - Internship Service
  - Internship Program-meetings, mentoring, etc.
  - Coursework expectations-15 hrs/wk+
- Academic Planner
- Ready for first day?
  - Textbooks?
  - Checked out online course
  - Read the syllabus for each course
  - Communicate with your professor-establishing a relationship

# Weekly Coaching Center

## First Week = Kick Off

Kick Off Participants	Kick Off Agenda
<ul style="list-style-type: none"><li>• Academic Coach</li><li>• New Students</li><li>• Continuing Students – These students can mentor new students on Navigating the NU Online Campus, Online Study Helps and NU Library.</li></ul>	<ul style="list-style-type: none"><li>• How to use NU Online and Discovery<ul style="list-style-type: none"><li>▪ How to log in</li><li>▪ How to view assignments</li><li>▪ How to submit assignments</li><li>▪ How and why to contact professor</li><li>▪ Log in to Eagle</li><li>▪ Late work policy</li></ul></li><li>• CPP Study and Tutoring Helps<ul style="list-style-type: none"><li>▪ How to use Smarthinking</li><li>▪ How to use NU Library</li></ul></li></ul>

# Weekly Coaching Center

## Participants:

- Academic Coach
- New Students
- Selected Student Mentors – continuing students
- Probationary Students (entry GPA 2.0-2.49)
- Grade Check Students
- Students with Missing Assignments

## Weekly Agenda:

- **Check In** - make personal contact with each student.  
**Study Hall** - Give students free time to study.
- **Subject Matter** - Show and discuss a video or demonstration on one Academic Coaching Subject based on student questions or struggles (see *Resources* in the coordinator handbook for recommended videos)
- **Use Smarthinking**– Group tutor sessions, study aids or writing center. Submit papers before study hall to review feedback with Academic Coach.
- **Final Project Workshop** – Provide time on week 6 for students to work on their Final project due week 7.

# Academic Monitoring

- NU's Role

- Monitoring Grades

- Week 1: Activity Check and administrative drops
    - Week 3: Grade Check and administrative withdrawals
    - Week 6: Grade Check and administrative withdrawals

# Academic Monitoring

- Academic Coach's Role
  - Consistently monitoring students grades through student check-ins, coaching center times, and online monitoring

# Student Assessment

- At the end of each session (7 weeks)
- Check-in on progress, performance, challenges, ways to improve

# Roles in Student Success

## Coordinator/Academic Coach's Role

- Keeping track of the students academic performance
- Evaluate and address challenges

## NU's Role

- Advising and Registration
- Provides resources and guidance to students and coordinators in need of success strategies

## Student's Role

- Turning in homework
- Establishing communication with professors
- Ask for help if struggling with an assignment

# Plagiarism

Plagiarism is much broader and bigger than merely CPP papers. Over the past few years it has affected:

- **University Presidents** (Kean U, Tennessee Temple U, Malone U)
- **National Leaders** (Presidents of Mexico and Russia, German Defense Secretary, President of Hungary, Romanian Prime Minister)
- **US Senators** (Rand Paul, John Walsh)
- **Presidential Hopefuls** (Ben Carson, Joe Biden)

# Plagiarism

The Academic Honesty principles our students put into practice will guide them throughout their lives. THAT is why we treat the issue so strongly.

Plagiarism:

**Using another person's ideas or expressions in your writing without acknowledging the source.** (Gibaldi, *MLA Style Manual*)

- The same internet that enables easy plagiarism also enables its easy detection.

**Leading Cause = Poor Time Management**

# Plagiarism

- Faculty are not the Plagiarism Police, but we are Counselors, Guides, and Mentors. We cannot look the other way any more than you would look the other way if you saw one of your students driving the wrong direction down a road.
- *Turnitin* – is a tool that serves students FIRST and faculty second.
- CPP students can submit papers **3 times** before the due date to review their Similarity Score – the same Score seen by faculty.

# Plagiarism

Plagiarism video:

<https://www.youtube.com/watch?v=2q0NIWcTq1Y>

Self-Plagiarism video:

<https://www.youtube.com/watch?v=d9oF8UmK4is>

**NU's Three-Strikes** steps:

**1<sup>st</sup> Offence** – Instructor takes appropriate action; notifies Provost Office

**2<sup>nd</sup> Offence** – Instructor takes appropriate action; student meets with Provost

**3<sup>rd</sup> Offence** – Instructor takes appropriate action; student may be dismissed from  
NU

**“Appropriate Action”** options include:

- Reduced grade on paper; redo assignment or whole paper
- Fail Paper
- Fail Course
- Fail College

