



**ACADEMIC COACHING GUIDE**

Thanks for helping NPP Program students! Here are some suggestions and resources for effective academic support for your students.

### What is an Academic Coach?

An academic coach helps their students through all things academic. This person may also serve as the NPP coordinator or director, may be a hired tutor, or a retired teacher from within your organization.

Northwest University is responsible for advising and registering students for their courses, and tracking their progress toward their selected degree.

The academic coach is available for study hall, tutoring, or grade and course monitoring. They help prepare students for their classes, assist in ordering textbooks, and explain academic policies and terminology such as drop and withdraw

### Academic Coach Requirements

This position runs August 1 – April 30, annually. A coach must hold a Bachelor degree from regionally accredited college or university. The coach must submit their Resume and Volunteer application to [NPP@northwestu.edu](mailto:NPP@northwestu.edu) and subsequently complete requested trainings through HR. We request the coach to complete the “Academic Support System” training by contacting [Jessica Herbison](#). The coach is expected to be available 2-5 hours per week including the weekly Study Hall. This position works closely with NU’s Director of CAPS Advising and assigned NPP Student Support Specialist.

### Academic Coach Responsibilities

1. Complete NPP “Academic Support” training & submit NPP Annual Academic Plan by 8/31 annually
2. Develop working knowledge of online academic resources (see Eagle [NPP Academic Success Page](#)) Smarthinking Tutoring, Smarthinking Writing Center, NU Library, Writing Resources, Study Skill Resources
3. Assist students in completing “[First Day of Class Checklist](#)”
4. Provide personal academic support for students during academic year
  - Develop student weekly academic schedule
  - Run Academic Orientation each semester – Zoom (with NU) or run by partner
  - Develop Academic Success Plans – for Success Strategy, Probation, & “Grade Check” students
  - Run Weekly Study Hall/Academic Success Center –
    - Train and encourage student use of academic resources and tools
    - Develop on-site Writing Center/Writing Coach (optional)
    - Check student grades and assignments
    - Provide weekly support for Success Strategy Students & Probationary Students
  - Practicum Oversight – Maintain Practicum syllabi, submit Practicum roster and Practicum grades to NU each semester
5. Primary liaison between students and NU for academic support issues – adds/drops/withdrawals, NU Online or instructor issues
  - Communicate any academic issues to NPP leadership at church and NU, as appropriate

### Academic Coaching Process

**Phase One** – Fall Continuing Student Advising & Registration | (Mar - Aug)

**Phase One** – Fall New Student Advising & Registration | (Apr - Aug)

**Phase One** – Spring New & Continuing Student Advising & Registration | (Sept - Dec)

**Phase Two** – Student Orientation – Prep for Day One (End of Aug \ Beginning of Jan)

**Phase Three** – Weekly Academic Coaching Center (Weekly – Every Session)

**Phase Four** – Grade Check Letters (Weeks 1, 3 & 6 – Every Session)

**Phase Five** – Partner Assessment (Jan and June)

## Student Advising & Registration

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(March-August)

When new students are accepted to Northwest, their names are available to the Financial Services Office (to determine their financial aid) and to the NU NPP Advising Office (to determine the classes the student needs to take). The academic coach comes alongside the student to help them work through and understand the advising process.

### Important Questions

- What is the student's major?
- What college credits is the student bringing into NU?
- Has the student determined the degree or certificate to pursue?  
If the academic goal is offered through another university, or not available through NPP, please make sure you notify the NPP Advising office as soon as possible so we can properly advise them.

### Who Does What?

Academic coaches should talk with their students to ensure students understand how to access the help they need. Students should be encouraged to ask their academic coach, coordinator, or NPP Advising for help or clarification at any time.

NPP Advising – sends a schedule via email to NPP student for approval. Registers student.

NPP Student – confirms schedule with NPP Advising Office. Removes Pre-Registration hold. Notifies NPP Advising Office if wanting to change major, drop or withdraw from a class.

NPP Coordinator/Academic Coach – is made aware of advising schedule. Tracks NPP student's schedules on Excel sheet or a system that works for you. Communicates with NU.

Our goal is for students to be advised as quickly as possible so they can obtain textbooks and clarify all details for the first day of class. We ask all prospective students apply as early as possible.

## Student Orientation

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(Last week of August \ First week of January)

Student Orientation is a crucial step in preparing students to succeed academically. Student Orientation is a one-night event that introduces students to each other, acquaints them with the organization's internship or leadership development program, and prepares them to succeed in their NU Courses. Below are some academic related goals for your Student Orientation.

### Weekly Schedule

Every student develops a [weekly schedule](#). Optional scheduling video is available in *Resources*.

### Set Program Expectations

How many hours does the student need to dedicate?

- Internship Service | 4-10 hours per week
- Internship Program (Meetings or Mentoring) | \_\_\_\_hours per week (if outside of 4-10 above)
- Coursework – 17 hours per week per class (including 8 hours of studying)
  - When will you do your reading?
  - When will you work on rough drafts of your papers? Remember to leave turn-around time if you want to submit your drafts to Smarthinking Writing Center.
  - When will you work on your Academic Posts (due Thursdays) and your Response Posts (due Saturdays)?
  - When will you work on your final draft of your paper (due Sundays)?

### Academic Planner

Every student completes an [Academic Planner](#), including the scheduling of every assignment for the first session. Students can use a physical planner notebook, the myHomework app, or an online calendar (Google Calendar, Microsoft Outlook etc.).

- Syllabi and courses will be available a week in advance via NU Online.

### First Day of Class Prep

- Do you have your textbooks?
- Have you looked at your online course(s)? They are available one week before the start of the class.
- Have you read each syllabus and scheduled out your assignments?
- Be sure to communicate with professors regarding any course questions

## Academic Coaching Center

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(Every Week)

Kick off the new semester with an Academic Coaching Center meeting that all students are required to attend. The Academic Coaching Center Kickoff can happen the first week of class or the week before class starts, depending on your NPP's schedule.

Kick Off Participants	Kick Off Agenda
<ul style="list-style-type: none"><li>• Academic Coach</li></ul>	<ul style="list-style-type: none"><li>• How to use NU Online</li></ul>

<ul style="list-style-type: none"> <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 log in</li> <li>▪ How to view assignments</li> <li>▪ How to submit assignments</li> <li>▪ How <i>and why</i> to contact professor</li> <li>▪ Log in to Eagle</li> <li>▪ Late work policy</li> <li>• NPP 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>
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### Suggested Weekly Participants

- Academic Coach
- New Students
- Selected Student Mentors – continuing students
- Probationary Students (entry GPA 2.0-2.49)
- Grade Check Students - Students receiving grade check letters (earning a D or F) week 3 are to attend the weekly Academic Coaching Center for the rest of the session.
- Students with Missing Assignments - Academic Coaches may have students with missing assignments attend until all assignments are current.

### 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* for video links on *Studying* or *Writing*).
- 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 Summative Project due week on Week 7.

## Grade Checks

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(Weeks 1, 3 and 6 of each seven-week session)

When NU refers to “grade checks” we are referring to the time planned for our offices to pull a report of students with Ds or Fs in classes and to our notification to the NPP coordinator/academic coach. You can monitor student grades and progress all semester long.

### Activity Check – Week 1

In week one of an online class, NU makes note of any student who has not participated in an academic event. The student must have completed a quiz, discussion, or Applied Learning Activity (ALA). Merely logging in or participating in a practice quiz does not count as an academic event. NU will contact students without a first week academic event, and then administratively drop students from the respective course on day 6 for non-attendance. NU notifies coordinators prior to taking this action. Dropping students from classes prevents non-participating students from being charged tuition for non-attended courses.

### Grade Check – Week 3

Any students receiving a D or F in any class will receive a “Grade Check Email.” Academic coaches should make personal contact with these students and request that they attend the Academic Coaching Center for the remainder of the session.

Communication - Acknowledge Grade Check email; meet with students to make plans of action.

- Determine why students are struggling
- Determine which assignments are outstanding (and why)
- Communicate with instructors about resubmitting assignments that have an F and submitting outstanding assignments late
- Require students to submit all outstanding assignments (if allowed by the instructor) by the end of week

Video Call if Necessary – NU staff will be available to talk through any of the following issues: grade checks, probationary students, academic tools, academic coaching sessions, and recommended action steps.

### Grade Check – Week 5

Students receiving a D or F in any class will receive a “Grade Check Email.” Academic coaches should make personal contact with these students and request that they attend the Academic Coaching Center for the remainder of the session.

- If students do not submit all outstanding assignments by end of Week 6, we highly recommend they withdraw from course, or they will receive the grade they earned. Contact NPP Advising for form.
- Students with two weeks of non-attendance in a course without making arrangements with the instructor may be administratively withdrawn from a course.

## Partner Assessment

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(January and June)

Since this is an on-going partnership, we would love to have an evaluation season at the end of each semester. You will have opportunities to evaluate NU through surveys. Here are some areas we would like to look at regarding our partnership with you.

### Communication

One area that is vital in our relationship is communication. We must be able to reach the coordinator and receive responses in a timely manner. Likewise, NU commits to being available and responding in a timely manner for questions or issues, small or large. If these expectations are not met, we would like to create freedom for either party to address them.

### Report Card

After spring semester, NU will give you a report card with NPP overall statistics as well as your individual NPP statistics for review. Data on this report card includes semester GPA, degree breakout, graduates, and number of students on the Dean's and Honors Lists.

### Academic Performance

We would like to be able to assess the quality of the academic coaching available to students at your NPP. If students are struggling overall, we will together identify the nature of the issue, and lay out action steps to rectify the problem.

- Is academic coaching available?

- Is there appropriate internet connection in your building?
- Are the students serving an appropriate amount of hours in internship, or too many?
- Did students have too much on their plate between academics, internship and an outside job?

## Resources

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### Weekly Schedule Videos

- [Study Less Study Smart - College Info Geek](#) *Practical Tips for studying better like “chunking” your time, rewarding yourself, etc.*
- [How I Use My Calendar Efficiently - College Info Geek](#)
- [Stay Organized and Motivated All Semester - College Info Geek](#)

### NU Demonstration Videos

- [Library Resources Demonstration Video](#)

### Writing Process Videos

- [How to Write a Five Paragraph Essay](#)
- [Writing Process and 5-Paragraph Method](#)
- [Writing an Introductory Paragraph](#)
- [Hook Strategy](#)
- [How to Write a Killer Thesis Statement](#)
- [Thesis Statements: Four Steps to a Great Essay](#)
- [How to Write a Paragraph](#)
- [Writing a Good Transition Sentence](#)
- [Writing a Killer Conclusion](#)
- [Revising Your Five Paragraph Essay](#)
- [How Not to Plagiarize](#)
- [Plagiarism Song](#)
- [10 Types of Plagiarism](#)
- [5 Tips to Avoid Accidental Plagiarism](#)

### Study Help Videos

- [5 Active Reading Strategies for Textbook Assignments - College Info Geek](#)
- [How to Read Your Textbooks More Efficiently - College Info Geek](#)
- [Eight Advanced Study Tips - College Info Geek](#)
- [10 Study Tips for Earning an A on Your Next Exam - College Info Geek](#)
- [How to Take Notes in Class: 5 Best Methods - College Info Geek](#)
- [How to Avoid Making Stupid Mistakes on Exams - College Info Geek](#)
- [How to Remember More of What You Learn with Spaced Repetition - College Info Geek](#)