

PROFESSIONAL IMPROVEMENT PLAN PROCESS

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES

Purpose

The purpose of the Professional Improvement Plan (PIP) process is for supervisors or other stakeholders to identify students who may need remediation or intervention to successfully complete the professional requirements for their program of study. The PIP targets field and clinical experiences. This process is not intended for issues that are addressed in academic course syllabi or any other university policies (e.g., [Academic Honesty Policies and Procedures](#) or [Student Code of Conduct](#)).

Process Steps

Step 1: The first step in the process is the professional advisement. The Professional Advisement form may be used as a tool to facilitate discussion of and document any classroom or field experience issues. This step acts as a warning with the candidate to identify areas of concerns and help coach and support the student to make the professional improvement necessary.

- a. VSU Stakeholder member discusses issue or area for improvement with student and completes Professional Advisement Form.

Step 2: After adequate warning and time to adjust professional behavioral concerns, the VSU Stakeholder member may continue the process with the student if necessary. Step 2 begins the official start of the Professional Improvement Plan (PIP). Students should not be negatively impacted for any information in Step 1, other than documentation.

- a. VSU Stakeholder member discusses the issue or area for improvement with department head.
- b. VSU Stakeholder member discusses the continuing issue or area for improvement with the student and if warranted, completes Sections A and B of the Professional Improvement Plan form.
- c. VSU Stakeholder member shares the Professional Advisement Form, PIP form, and all pertinent documentation with the student, program coordinator, and files a copy in the student files.

Step 3: After adequate warning and time to adjust professional behavioral concerns,

- a. VSU Stakeholder member shares the Instructional Advisement Form, PIP form and all pertinent documentation with the department head and confers with department head concerning the PIP. The department head and the VSU Stakeholder member will collaborate to complete Section C.
- b. VSU Stakeholder member will schedule a PIP meeting with student, VSU Stakeholder member, department head, and other relevant university personnel and provides rationale for the scheduled meeting to all attendees. The student must be notified at least 24 hours in advance of the meeting via electronic email and given the opportunity to provide a written response to be brought to the meeting.
- c. All stakeholders meet to discuss Section C of the PIP and the student takes part in the discussion of the plan. The PIP must be directly related to the issue or area for improvement.
- d. The student, VSU Stakeholder member, and department head will sign Section D of the PIP. Each participant receives a copy of the signed PIP and a copy will be placed in the student's file.

Step 4: After adequate warning and time to adjust professional behavioral concerns,

- a. A follow-up meeting will be held at an appropriate time to evaluate the progress of the PIP. The meeting will include the ongoing formative recommendations as needed.
- b. If the unprofessional behaviors continue, and the student does not satisfactorily complete the PIP, the student may fail the associated course or be removed from the program.

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
PROFESSIONAL ADVISEMENT FORM**

Student Name:	Student ID #	Date:
Major:	Advisor:	
VSU Stakeholder Member Initiating the Form:	Course Name and Number (If Appropriate):	

Area Identified as Needing Improvement:

_____ Attendance/Punctuality	_____ Attitude/Disposition
_____ Assignment Submission	_____ Class Participation
_____ Content Knowledge	_____ Field Experience Participation
_____ Group Collaboration	_____ Oral Language
_____ Professional Communication	_____ Professional Behavior
_____ Written Language	_____ Other (specify below)

Summary of Meeting/Comments (attach any related documentation including email communication):

VSU Stakeholder Signature/Date

Student Signature/Date

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES PROFESSIONAL IMPROVEMENT PLAN

Section A: Biographic Information		
Student Name:	Student ID #	Date:
Major:	Advisor:	
VSU Stakeholder Initiating Improvement Plan:	Course Name and Number (If Appropriate):	
Section B: Pre-Planning Information		
VSU Stakeholder description of issue or area for improvement—previous conference dates must be included (attach all documentation including Professional Advising Forms, etc.)		
I have met with the student and discussed the issue or area for improvement.		
VSU Stakeholder Signature: _____ Date: _____		
I have met with the VSU Stakeholder member and discussed the issue or area for improvement.		
Student Signature: _____ Date: _____		
Student response to the issue or area for improvement—may be brought to the PIP conference with Department Head (attach additional pages and documentation as needed)		

Section C: PIP--to be completed at planning conference with department head			
Goals and Objectives	Strategies (Activities or Actions)	Completion Dates	
		Anticipated	Actual (Initial)
PIP Conference Participants: 			
Follow-Up Conference (Date and Time): 			

Section D: PIP Approval
<p>I participated in the development of this PIP, and I understand that not satisfactorily completing this PIP may result in failing the associated course or being removed from the program.</p> <p>Student Signature: _____ Date: _____</p>
<p>I participated in the development of this PIP and will support and monitor the planned strategies.</p> <p>VSU Stakeholder Signature _____ Date: _____</p>
<p>_____ I participated in the development of this PIP.</p> <p>_____ No PIP was warranted at this time.</p> <p>Department Head Signature: _____ Date: _____</p>

Section E: PIP Status

Follow-Up Conference

Date:

Attendees:

Notes/Recommendations:

Follow-Up Conference

Date:

Attendees:

Notes/Recommendations:

The PIP was satisfactorily completed: ____ Yes ____ No

Date of Completion:

VSU Stakeholder Signature: _____

Date:

Department Head Signature: _____

Date:

Copy to Student:

Date: _____ Delivered via: ____ e-mail ____ U.S. mail ____ in-person