**OTC CAREER CENTER MIDTERM PROGRESS REPORT – FA 19**

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| **Student’s Last Name:** **Student’s First Name:**  |  **Date:**  |
| **Instructor Name:**  | **Midterm Grade: D** [ ] **%** | **F** [ ]  **%** |
| **Course ID:** **Course Title:**  | **AM** [ ]  | **PM** [ ]  |

This midterm progress report is to inform you of your current status in the class listed above. **Your instructor believes this grade could improve with attention given to the specific items noted below**. It is critical that you take prompt action to improve your grade. Please ask your OTC instructor how to take important steps toward your academic success. If you would like information about study skills, visit with your program advisor.

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|  | **Utilize Support Services** |
|[ ]  Implement effective study skills  |
|[ ]  If eligible, utilize accommodations provided by Vocational Resource Educator. |
|[ ]  Please call your instructor at      \_\_\_\_\_ to schedule an appointment. |

 **Instructor Recommendations for Improvement:**

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|  | **Employability and Attendance Skills** |
|[ ]  Maintain punctuality and regular attendance.      absence total      tardiness total |
|[ ]  Observe all safety guidelines and use proper attire and/or safety equipment including safety glasses. |
|[ ]  Give instructor full attention during class/lab and ask questions if you do not understand material. |
|[ ]  Accept responsibility and work cooperatively with other students and instructor. |
|[ ]  Avoid activities and behaviors while in class which distract or cause disciplinary problems. (May include cell phone use and visiting non-class related computer sites.) |

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|  | **Study Skills** |
|[ ]  Complete all in-class lab work assignments. |
|[ ]  Complete and turn in all homework. |
|[ ]  Demonstrate greater effort and commitment through note taking. |
|[ ]  Improve test performance through further review and effective study skills.  |
|[ ]  Study the class syllabus and know what is expected. |
|[ ]  Place or position yourself in the classroom where learning is the primary focus. |
|[ ]  Read and use the course textbook. |

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| **Instructor Comments:**       |

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| **For office use only**: | Copies to: | Program [ ] Advisors  |  Sending High [ ]   School  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student File [ ]   | Mailed to Student [ ]  | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |