

Academic/Learning Plan Template

IMPORTANT – READ FIRST:



1. Make sure to read through the Preparing an Academic/Learning Plan document carefully.
2. Your action plan and next steps need be realistically achievable for you. It is reasonable to expect that your action plan and next steps will be challenging for you, but it is important when setting your action plan and next steps that you are able to follow through with the plan.

Section 1: *ACADEMIC DEMANDS/STRESS*

Referencing the ‘Preparing an Academic/Learning Plan’ document, consider your academic demands/stress over the last/current academic year, and identify up to three areas of concern relating to academic demand/stress and then reflect upon and indicate your plan and next steps for addressing this area of concern or challenge going forward.

Consider: Determine which sources of academic demand/stress may be under your own control, and which aren't. Focus on the things you can change.

Areas of Concern/Challenge	My Action Plan/Next Steps:
1.	
2.	
3.	

Section 2: *ACADEMIC INTERESTS/LEVEL OF ENGAGEMENT & MOTIVATION*

Referencing the ‘Preparing an Academic/Learning Plan’ document, consider your academic interests and level of engagement and motivation over the last/current academic year, and identify up to three areas of concerns related to your interest and engagement and then reflect upon and indicate achievable action items and next steps for addressing this area of concern or challenge going forward.

Consider: Creating a meaningful goal for yourself can be very motivating. Consider why your motivation and engagement may have been lower this year. Now consider, does your current path align to a meaningful goal for you?

Areas of Concern/Challenge	My Action Plan and Next Steps:
1.	
2.	
3.	

Section 3: *ACADEMIC SKILLS & WORK HABITS*

Referencing the 'Preparing an Academic/Learning Plan' document, consider your academic skills and work habits over the last/current academic year, and identify up to three areas of concerns related to your interest and engagement and then reflect upon and indicate achievable action items and next steps for addressing this area of concern or challenge going forward.

Consider: Time management and prioritizing is a skill that many Engineering students struggle with, but like any other skill – it can be improved with practice and determination! What can you do to improve this important academic skill?

Areas of Concern/Challenge	My Action Plan and Next Steps:
1.	
2.	
3.	

Section 4: *PERSONAL CIRCUMSTANCES AND/OR MENTAL HEALTH CHALLENGES*

Referencing the 'Preparing an Academic/Learning Plan' document, consider your personal circumstances and/or mental health challenges over the last/current academic year, and identify up to three areas of concerns related to your interest and engagement and then reflect upon and indicate achievable action items and next steps for addressing this area of concern or challenge going forward.

Consider: It is normal for school to be challenging and for your stress to increase at certain times of the semester. Consider what you currently do that helps manage stress. How can you make these action a regular part of your routine? Also, consider what you currently don't do that may help you during those times. Making self-care a priority should be an important aspect of your action plan.

Areas of Concern/Challenge	My Action Plan and Next Steps:
1.	
2.	
3.	

Section 5: *FINANCIAL RESOURCES*

Referencing the 'Preparing an Academic/Learning Plan' document, consider your financial resources over the last/current academic year, and identify up to three areas of concerns related to your interest and engagement and then reflect upon and indicate achievable action items and next steps for addressing this area of concern or challenge going forward.

Consider: Financial stress and insecurity can have a significant impact on a student's academic success and overall mental and physical health. Knowing what resources and support is available to you is key! If your financial resources had a significant impact this past year, talk to an advisor at [Student Awards](#) to determine what help might be available to you going forward.

Areas of Concern/Challenge	My Action Plan and Next Steps:
1.	
2.	
3.	

If you need additional guidance regarding your academic pathway or what to include in your plan after reviewing this document, contact an academic advisor in [Engineering and Applied Science](#).

Ultimately, everyone at Queen's wants to support you in being successful. A carefully crafted academic plan will help you make good progress towards your goals.