**English 1301**

***Early Intervention System***

**BELS Division**



**Early Intervention Pilot**

**ENGL 1301**

**Fall 2009**



**Faculty Instruction Manual**



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**BELS Counselors:**

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| --- | --- |
| Monique Olivas, MA | Rachel Phelps, MA, LPC-S |
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Achieving the Dream (AtD):

Community Colleges Count

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Achieving the Dream (AtD): Community Colleges Count is a multiyear national initiative to help more community college students succeed. The initiative is built on the belief that broad institutional change – informed by student achievement data – is crucial to achieve this result. In fall 2007, Lone Star College System began launching a series of Initiatives focusing on five primary strategies to bring about an increase in student success:

* Creating a campus climate where early and continuous intervention is part of the college culture, thus providing additional support to the most at-risk students;
* Developing and implementing a student success course;
* Focusing a program of professional development for faculty and student services staff to promote a culture of evidence and to improve student engagement in the learning and advising processes;
* Reviewing policies, practices and procedures related to advising, assessment, placement, prerequisites, and payment practices; and
* Engaging the community in an advisory capacity.

**E:\Sidonia4gig\Logos, Headers, Power Point templates\Logos\logo mc.bmpEarly Intervention (EI) Process** ⮚ **English 1301**

1. **Student Contact Information**

* The instructor will retrieve student contact information the first week of class: Name, phone numbers, and email address. A form will be provided by the BELS Division Counselors.
* The instructor will provide the student contact information to Counselors by the end of the first week of class if at all possible.
* Place student contact list in Counselors’ mail box: Monique Olivas or Rachel Phelps

1. **Early Intervention (EI) Faculty Referral**

* When a student appears at-risk, the instructor should fill out an Early Intervention.
* Access the Referral form online: <http://www.lonestar.edu/student-services.htm>
* Click *Early Intervention* at the bottom of the menu at the left side of page.
* The Authentication page will come up. Insert your *ID* and *Password* which is the same as your campus email.
* The online referral form will come up.
* Select *ENGL*, Select campus as *Montgomery*.Select *Instructor’s Name*.
* Click *Find Students*. Your students’ names and section number will come up.
* Click the *Student’s Name* you are referring.
* The student’s information will fill in automatically.
* Choose the reason for referral and check the box.
* You may also write a further explanation for the referral if you choose.
* After pressing the *Submit*button, a copy of the referral will come up in an additional window. This is the confirmation that the referral has gone through. You may choose to print the referral for their records.
* The instructor should talk to the referred student and explain that an EI referral has been made on behalf of the student to help support their success in the course.
* Guidelines for referral: If a student needs academic tutoring, the instructor should only check the *Tutoring* box on the referral. The specific type of tutoring that the instructor would like for the student to have should be typed into the box titled *Other* on the referral form.

Early Intervention Online Referral Form

The Early Intervention Online Referral Form is now available for English 1301 for Fall 2009. The simplicity of the online Early Intervention referral system makes the professor’s decision to refer at-risk students an easy process.

*Professors not in the pilot program will continue to refer at-risk students into the Early Alert System by using the paper copy of the referral form.*

**Accessing the Early Intervention Online Referral Form**

Start from the LSCS website: <http://www.lonestar.edu/student-services.htm>

Choose: Early Intervention

Or

<http://wwwapps.lonestar.edu/intervention/default.aspx>

Log in to access the form. Below is the prompt that will appear:

|  |
| --- |
| Enter your Net ID (username) and either your eCollege password (eCollege Vista/Workshops) or, if you are an employee, you may enter your "email" password. |

Top of Form

|  |
| --- |
| **Enter your NetID and Password**  NetID:  Password:  Warn me before logging me into other sites. |

Bottom of Form

Early Intervention Online Referral Form (Copy)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Term:\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Name, No. and Section\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have taken any pre-emptive action(s) concerning this referral, please indicate by checking all that apply, and if applicable, add a comment concerning details or outcomes so far:

|  |  |
| --- | --- |
| **Action Taken:** | □ Other (please comment) |
| □ Written communication (note or letter) | □ Individual conversation one-on-one |
| □ E-Mail | □ Phone call |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student needs assistance regarding: (Check all that apply)

|  |  |
| --- | --- |
| **Academic:** | □ Deadlines missed |
| □ Incomplete assignments | □ Low Quiz/Test Score |
| □ Missed Test | □ Repeating Course |
| □ Undecided Major | □ Academic Integrity (cheating) |
| □ Study Skills | □ Time Management |
| □ No textbook | □ Tutoring |

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| --- | --- |
| **Attendance:** | □ Never attended class |
| □ Excessive Absences | □ At least one absence during first 2 weeks |
| □ Student doing well then stops attending | □ Tardiness |

|  |  |
| --- | --- |
| **Classroom Behavior:** | □ Sleeping |
| □ Not taking notes | □ Non-participation |
| □ Inappropriate behavior |  |

|  |  |
| --- | --- |
| **\*Personal Counseling** | □ Career |
| □ Personal | □ Difficulty processing information/assignments |
| □ Financial | □ Dependant care |
| □ Illness | □ Transportation |

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| --- |
| **Course Completion:** |
| □ Successful student has unexpectedly withdrawn |
| □ Student withdrawn |
| □ Instructor has initiated or is about to withdraw this student for reason noted below: |