

## VCU Campus Learning Center Academic Coaching Contract

### About Academic Coaching:

Academic coaching is available for all VCU undergraduate students at the Campus Learning Center (CLC). Academic coaches work with students to determine the most effective study strategies for each course, guide students in the process of identifying obstacles, and create action-based plans to optimize success at VCU. Academic coaches can also assist students in setting short-term and long-term academic goals. Regular weekly or bi-weekly meetings with an academic coach ensure that the student is making progress towards achieving their academic goals.

### Expectations for Students in Academic Coaching:

#### Be willing to work with your academic coach

- Students must have open and honest communication with their coach to receive the maximum benefit of academic coaching.
- Students are expected to be respectful of their academic coach.
- Academic coaches will provide constructive feedback in order to help students reach their academic goals.

#### Be prepared for academic coaching appointments

- Students must complete the intake questionnaire prior to their first appointment.
- Students must bring their class schedule and syllabi to the first appointment.
- Attend class, know important dates and deadlines, and bring planner/calendar to all appointments.

#### Arrive on time and attend all scheduled academic coaching appointments

- Check in for academic coaching appointments at the front desk of the CLC.
- Students who arrive 10 or more minutes late for their appointment will be unable to meet with their academic coach and will be counted as a “no-show.”
- If a student has two “no-show” appointments in the same semester, their academic coaching privileges may be suspended for the remainder of the semester.

#### Other

- Students must be currently enrolled in courses at VCU in order to receive academic coaching.
- Students may not bring friends, classmates, or children to academic coaching appointments.
- If any problem arises during academic coaching, contact Michal Zivan Coffey at mzc Coffey@vcu.edu or 804-827-8108.

#### I understand that academic coaching is a privilege and that my right to attend academic coaching is contingent upon meeting the expectations detailed in this contract.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_