Starfish Early Alert – Fall 2015 Pilot - Biology
Lead Faculty Client: Dr. Brian Kinkle

Courses included in this pilot:
- Biology 1081 (Sections 004 and 005)

Fall 2015 Calendar Dates:
- Classes Begin: August 24, 2015
- Add drop deadline: September 8, 2015
- Withdrawal deadline: October 30, 2015
- Last Day of Classes: December 6, 2015

Proposed Schedule for Fall Pilot
1. August 28-30, 2015 – Progress Survey #1 (end of 1st week of classes)
   - Attendance (PRS “Quizzes”)
   - E-mail for Students with Zero Participation in first week
   - Faculty raises the flag, Student Alerted by E-Mail
   - Advisor can see, but no action required (no e-mail)
2. September 4-7, 2015 – Progress Survey #2 (end of 2nd week of classes)
   - Homework/Assignments, Quiz/Test, Kudos (“Assignments”)
   - Faculty raises the flag (running total of everything graded thus far)
     - Below 60% overall average grade e-mail
     - Below 70% overall average grade e-mail
     - Over 90% Kudos e-mail
   - Student Alerted by E-Mail
   - Advisor can see, but no action required (no e-mail)
3. September 18-23 – Progress Survey #3 (after first exam, 9/18)
   - Overall Average to Date Flag (Homework/Assignments, Quiz/Test, Kudos)
   - One of Three Flags:
     - Below 60% overall average e-mail
     - Below 70% overall average e-mail
     - Over 90% Kudos e-mail
4. October 19-21, 2015 – Progress Survey #4 (prior to withdrawal deadline)
   - Homework/Assignments, Quiz/Test, Kudos
   - Level 3 Messaging - Faculty / Student / Advisor alerted
   - Advisor outreach to assigned students is expected (1.5 weeks prior to w/d deadline - Oct 30)
   - One of Three Flags:
     - Below 60% overall average e-mail
     - Below 70% overall average e-mail
     - Over 90% Kudos e-mail
5. FINAL WEEK GROUP E-MAIL FOR 90% AND ABOVE (SKIP THE EXAM?)
6. Additional All Semester Flags
   - Separate flags for “secret” cohort
   - Flags for each to TBA. Collaborating with Carol Tonge-Mack in design of flag and messaging.
Dear [STUDENT FIRST NAME],

I’ve noticed that you have scores of zero for all of the PRS quizzes in [COURSE NAME] this week. If you need any help figuring out how to use your clicker, please let me know. If you were not in class the first week, please see your course syllabus to better understand our expectations of you.

I believe that you can be successful in this class and can achieve your academic goals, but an important step is showing up prepared. Missing class content can affect your academic performance, and can impact your final grade.

You belong in this class, and are welcome to reach out to me for support and assistance. It is not too late to change your performance and overall grade. If there are extenuating circumstances impeding your ability to attend classes, please reach out to available resources on campus (including myself or your Academic Advisor).

Additional Notes I made: [RAISE NOTES]

Sincerely,
[RAISER NAME]

**PROGRESS SURVEY #1: WEEK ONE – NO ASSIGNMENT SCORES**

Dear [STUDENT FIRST NAME],

I’m writing in regards to your assignment scores in [COURSE NAME]. I’m concerned that you have no scores for the two Mastering Biology assignments this week. If you need any help figuring out how to use Mastering Biology, please check your syllabus and the announcements on Blackboard.

I believe that you can still earn good grades in my class. One of the most important qualities of successful college students is knowing *when* to reach out for help, and *where* to get it. This is one of those times.

It is not too late to improve! You belong here, and are welcome to reach out to me for support and assistance.

Additional Notes I made: [RAISE NOTES]

Please take action, you can succeed,

[RAISER NAME]
PROGRESS SURVEY #1 – WEEK ONE KUDO

[STUDENT FIRST NAME],

After the first week you have at least a 90% average for both the PRS quizzes and the Mastering Biology assignments. Great first week and keep up the good work.

Additional Notes I made: [RAISE NOTES]

Sincerely,
[RAISER NAME]

PROGRESS SURVEY #2 – WEEK TWO (RUNNING TOTAL – LESS THAN 60%)

Dear [STUDENT FIRST NAME],

I’m writing in regards to your academic progress in [COURSE NAME].

After two weeks of class your overall average is less than 60%. One of the most important qualities of successful college students is knowing when to reach out for help, and where to get it. This is one of those times.

It is not too late to improve! You belong here, and are welcome to reach out to me for support and assistance (by scheduling an appointment using Starfish). In addition, there are several resources designed to help you get back on track, including SI sessions and tutoring at the Learning Assistance Center (www.uc.edu/aess/lac.html).

It’s time to identify changes you need to quickly make to be successful in this course. Your academic advisor www.uc.edu/advising can also assist in helping you understand other options that may be available.

Additional Notes I made: [RAISE NOTES]

Please take action, you can succeed,

[RAISER NAME]
PROGRESS SURVEY #2 – WEEK TWO (RUNNING TOTAL – LESS THAN 70%)

Dear [STUDENT FIRST NAME],

I’m writing in regards to your academic progress in [Course Name].

After two weeks of class your overall average is less than 70%. One of the most important qualities of successful college students is knowing when to reach out for help, and where to get it. This is one of those times.

It is not too late to improve! You belong here, and are welcome to reach out to me for support and assistance (by scheduling an appointment using Starfish). In addition, there are several resources designed to help you get back on track, including SI sessions and tutoring at the Learning Assistance Center (www.uc.edu/aess/lac.html).

It’s time to identify changes you need to quickly make to be successful in this course. Your academic advisor www.uc.edu/advising can also assist in helping you understand other options that may be available.

Additional Notes I made: [RAISE NOTES]

Please take action, you can succeed,

[RAISER NAME]

PROGRESS SURVEY #2 – WEEK TWO KUDO

[STUDENT FIRST NAME],

After two weeks of class you have at least a 90% average for both the PRS quizzes and the Mastering Biology assignments. And this is without dropping the lowest scores. Great job and keep up the good work.

Additional Notes I made: [RAISE NOTES]

Sincerely,
[RAISER NAME]
PROGRESS SURVEY #3 – (9/19 AFTER FIRST EXAM – LESS THAN 60%)

Dear [STUDENT FIRST NAME],

I'm concerned about your academic progress in [COURSE NAME]. After four weeks of class your overall average is less than 60%. Without a substantial change in your work, you are in danger of failing this course.

There are several resources designed to help you get back on track, including SI sessions and tutoring at the Learning Assistance Center (www.uc.edu/aess/lac.html).

I care about your success in this class and at the University of Cincinnati. If you wish to remain in this course and need help, please see me as soon as possible.

If you do not wish to stay in this class, please note that the withdrawal deadline is October 30 at 5pm. Be aware that withdrawing from classes can have an impact on academic progress, financial aid, athletic eligibility, etc. It is best to talk to your academic advisor (www.uc.edu/advising), to help you understand your options.

Additional Notes I made: [RAISE NOTES]

Please take action immediately,

[RAISER NAME]

---

PROGRESS SURVEY #3 – (9/19 AFTER FIRST EXAM – LESS THAN 70%)

Dear [STUDENT FIRST NAME],

I'm concerned about your academic progress in [COURSE NAME]. After four weeks of class your overall average is less than 70%. You are at risk of earning less than a C- grade for this course, which will not allow you to continue on to Biol 1082 next semester.

There are several resources designed to help you get back on track, including SI sessions and tutoring at the Learning Assistance Center (www.uc.edu/aess/lac.html).

I care about your success in this class and at the University of Cincinnati. If you wish to remain in this course and need help, please see me as soon as possible.

If you do not wish to stay in my class, please note that the withdrawal deadline is October 30 at 5pm. Be aware that withdrawing from classes can have an impact on academic progress, financial aid, athletic eligibility, etc. It is best to talk to your academic advisor (www.uc.edu/advising), to help you understand your options.

Additional Notes I made: [RAISE NOTES]

Please take action immediately,

[RAISER NAME]
PROGRESS SURVEY #3 – 9/19 AFTER FIRST EXAM (KUDO)

[STUDENT FIRST NAME],

I wanted to send you some feedback about your performance in class. At this point in the semester, you all have at least a 90% overall average. Great job and keep up the good work.

Additional Notes I made: [RAISE NOTES]

Sincerely,
[RAISER NAME]

PROGRESS SURVEY #4 – TWO WEEKS PRIOR TO W/D DEADLINE (BELOW 60%)

Dear [STUDENT FIRST NAME],

I'm concerned about your academic progress in [Course Name] as we enter the last part of the course. Your overall average is less than 60%, as a result, you are at high risk of failing this course. I suggest that you immediately talk to your academic adviser and consider if you should remain in this class.

If you do not wish to stay in this class, please note that the withdrawal deadline is October 30 at 5pm. Be aware that withdrawing from classes can have an impact on academic progress, financial aid, athletic eligibility, etc. It is best to talk to your academic advisor (www.uc.edu/advising), to help you understand your options.

I care about your success in this class and at the University of Cincinnati. If you wish to remain in this course and need help, please see me as soon as possible.

There are several resources designed to help you academically, including SI sessions and tutoring at the Learning Assistance Center (www.uc.edu/aess/lac.html).

Additional Notes I made: [RAISE NOTES]

Please take action immediately,

[RAISER NAME]
Dear [STUDENT FIRST NAME],

I'm concerned about your academic progress in [COURSE NAME] as we enter the last part of the course. Your overall average is less than 70%. You are at risk of earning less than a C- grade for this course, which will not allow you to continue on to Biol 1082 next semester.

I suggest that you do a careful self-examination to see if you have the will and the time to quickly make the changes that you will need to be successful in this course. Feel free to make an appointment with me by Starfish or talk to your academic adviser and consider your options.

If you do not wish to stay in this class, please note that the withdrawal deadline is October 30 at 5pm. Be aware that withdrawing from classes can have an impact on academic progress, financial aid, athletic eligibility, etc. It is best to talk to your academic advisor ([www.uc.edu/advising](http://www.uc.edu/advising)), to help you understand your options.

I care about your success in this class and at the University of Cincinnati. If you wish to remain in this course and need help, please see me as soon as possible.

There are several resources designed to help you academically, including SI sessions and tutoring at the Learning Assistance Center ([www.uc.edu/aess/lac.html](http://www.uc.edu/aess/lac.html)).

Additional Notes I made: [RAISE NOTES]

Please take action immediately,

[RAISER NAME]

---

At this point in the semester, you all have at least a 90% average for the graded assignments thus far. Great job and keep up the good work.

Additional Notes I made: [RAISE NOTES]

Sincerely,

[RAISER NAME]