Education Skills Development Tracking Form

Education Skills Development Tracking Form **Name**_____

Start Date_____

Check off when complete:	Director/ Tutor Initials
☐ Pay $100.00 to Registrar's office—account # MWRI.	_____
☐ Write a one-page reflective essay focusing on how the exam experience impacts your future teaching career and goals.	_____
☐ Make an appointment with the Writing Center Director (797-2712).	_____
☐ Bring completed exams with assessment sheets, reflective essay, and receipt for $100.00 to the appointment.	_____
☐ Pre-schedule appointments with assigned Writing Center tutor.	_____
☐ Meet with assigned Writing Center tutor and determine appropriate proficiency skill exercises based on exam results.	_____
☐ Complete assigned exercises and prompts on the back of this sheet. Repeat and review as needed.	_____
☐ Revise practice exams from assigned prompts, using skills learned in Writing Center sessions.	_____
☐ Write a second reflective essay describing what you've learned from the exercises and how this knowledge will help you retake the exam.	_____
☐ Schedule exit interview with Writing Center Director. Bring tracking form and all documents, in the order they were completed, with the most recent on top, to the appointment.	_____
☐ **Process Complete. May retake the exam** _____ Writing Center Director	_____ End Date

DATE	SKILL TO DEVELOP	ASSIGNED PROMPTS AND EXERCISES