ASAP! Coaching Syllabus  
Indiana University-Purdue University Fort Wayne  
Academic Year 2010-11

<table>
<thead>
<tr>
<th>ASAP! Coach:</th>
<th>Chris Douse</th>
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<tbody>
<tr>
<td>Office:</td>
<td>Walb 118</td>
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<tr>
<td>Phone:</td>
<td>481-6604</td>
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<td>Email:</td>
<td><a href="mailto:dousec@ipfw.edu">dousec@ipfw.edu</a></td>
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<tr>
<td>Office Hours:</td>
<td>M-F 8am-5pm, appointments – M-W-F 1pm-5pm</td>
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<tr>
<td>Website:</td>
<td><a href="http://www.ipfw.edu/mcul/PROGRAMS/ASAP.htm">http://www.ipfw.edu/mcul/PROGRAMS/ASAP.htm</a></td>
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Text/Materials:  
ASAP! Coaching Matrix  
ASAP! Academic Achievement Plan  
IPFW College Bulletin/Web Resources

Academic Student Achievement Program Coaching Description/Definition

ASAP! Coaching is an educational process that facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success, lifelong learning, and most importantly graduation.

At IPFW, ASAP! coaching provides students with the opportunity to build a relationship with their ASAP! Coach for the purpose of gaining assistance in learning skills needed for academic success, and in learning how to access the variety of resources and services available to them on the IPFW campus.

ASAP! Coaching is a collaborative educational process whereby students and their coaches are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students’ personal, academic, and career goals. This partnerships requires participation and involvement from both the student and the coach. Both the student and the coach have clear responsibilities for ensuring that the coaching partnership is successful!

ASAP! Coach Responsibilities – What You Can Expect

You can expect me as your ASAP! Coach to:

- Encourage and guide students as they define and develop realistic goals to achieve academic success
- Encourage and support students as they gain the skills to develop clear and attainable ASAP! Academic Achievement Plans
- Provide students with information about, referrals and strategies for utilizing the available resource and services on campus
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals

Adapted from Dickinson College Academic Advising Syllabus, 2005
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- Monitor and accurately document students’ progress toward their ASAP! Academic Achievement Plans
- Be accessible for meeting with advisees through office hours for advising, telephone, email or web access
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Maintain confidentiality
- Assist students in working closely with their professors

ASAP! Students Responsibilities – What You Are Expected To Do

As an ASAP! student, you have clear responsibilities in the coaching partnership in order to be successful:

- Schedule regular appointments or make regular contacts with ASAP! Coach during each semester
- Come prepared to each coaching session with questions or material for discussion
- Be an active learner by participating fully in the coaching experience
- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your academic and personal goals
- Organize official documents in a way that enable you to access them when need
- Complete all assignments of recommendations from you ASAP! Coach
- Become knowledgeable about IPFW programs, services, policies and procedures

Expected ASAP! Student Learning Outcomes for the ASAP! Coaching Experience

In order for you and your ASAP! Coach to accurately measure and document that you have achieved the learning outcomes for ASAP! Coaching, the two of you will develop an on-going portfolio of your coaching work. The portfolio will consists of a variety of documents including your ASAP! academic achievement plan, semester schedules, collaborative work done due to various referrals on campus, and a variety of documents that you and your advisor will develop together to demonstrate your achievement of these outcomes.

Services for Students with Disabilities

IPFW is dedicated to providing equal opportunity and access for every student. It is important that if you believe you need accommodations for a learning or physical disability, that you make your ASAP! Coach aware of these needs. A referral will be made for you to the Office of Services for Students with Disabilities, Walb Student Union, Room 113, (260) 481-6657.

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