When you have an at-risk student

*Principles to follow:*

**Identify Early**
- Identify the problem
- Acknowledge the problem with the student
- Role model handling it in an accepting way/listen carefully to student’s perspective
- Look for the positive and acknowledge it
- Address possible issues about difference
- Use your self-awareness to talk about how you are experiencing the interaction or situation
- When there’s a problem, you must open the discussion first – it’s your responsibility

**Document**
- Supervision Notes

**Inform the faculty liaison**
- Get an outside consultant

**If problems continue:**

**Formal Process:** Providing “Due Process” for the student
- 3-way meeting
- Addendum to the Learning Contract
- Corrective Action Plan
- Monitor the Plan