

Proficiency Skills Development Tracking Form

Name _____

A# _____

Email _____

Start Date _____

Check off when complete:

Director Initials

- | | |
|--|----------|
| <input type="checkbox"/> Pay \$100.00 to Registrar's office—account # MWRI. | _____ |
| <input type="checkbox"/> Write a one-page reflective essay focusing on how the exam experience impacts your future teaching career and goals. | _____ |
| <input type="checkbox"/> Make an appointment with the Writing Center Director (797-3853). | _____ |
| <input type="checkbox"/> Bring completed exams with assessment sheets, reflective essay, and receipt for \$100.00 to the appointment. | _____ |
| <input type="checkbox"/> Pre-schedule appointments with assigned Writing Center tutor.
Days/Time: _____ Skills to Develop: _____ Tutor: _____ | _____ |
| <input type="checkbox"/> Meet with assigned Writing Center tutor and determine appropriate proficiency skill exercises based on exam results. | _____ |
| <input type="checkbox"/> Complete assigned exercises and prompts on the back of this sheet. Repeat and review as needed. | _____ |
| <input type="checkbox"/> Revise practice exams from assigned prompts, using skills learned in Writing Center sessions. | _____ |
| <input type="checkbox"/> Write a second reflective essay describing what you've learned from the exercises and how this knowledge will help you retake the exam. | _____ |
| <input type="checkbox"/> 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. | _____ |
| <input type="checkbox"/> Process Complete. May retake the exam _____ | _____ |
| Writing Center Director | End Date |

Notes:
