Mid-Semester Progress Reports
Instructions

Mid-sem-ester student progress reports are required to be filled out electronically by instructors in all departments mid-way through the semester. This information is crucial to the advising process. Please make sure to complete your progress reports by the deadline instituted by the administration. Faculty will not need to print out a paper copy of the form. The forms will be shared with your administrator.

To access the form, follow the steps below:

1. Access the form by clicking the link shared at the beginning of the semester. You can view the form at http://tinyurl.com/HTCMSPR.

2. Rate each student’s performance for each question. Make sure to only choose one answer for each student. Please add comments at the end of the form, especially for areas of concern.

3. Click “Submit Form” to send this information to the administrative account.

4. Refresh the page (press CTRL +R) to reset the form and repeat this process for each student enrolled in your course.

Mid-semester Student Progress Report*
*Please note that the actual form is only available online.

Student’s Name
Course
Instructor
Semester (Fall, Spring, Summer)
Year

Please check the number that, in your opinion, most closely evaluates the student. Comment freely in the space provided.

Motivated to learn course material
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

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Willingness and ability to examine themes and new concepts
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Punctuality and preparation for class work
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Participation in class discussion
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Written expression skills
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Oral expression skills
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA
Ability to analyze and synthesize information/research skills
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Seriousness about learning
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Mature approach to grades and other feedback
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Respectful towards peers and teachers
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Shows creativity
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__NA

Demonstrates proficiency in the use of technology

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__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__ NA

Sensitivity to diversity
__Excellent
__Very Good
__Good, for this point in the course
__Not good, of some concern
__Poor, or serious concern
__ NA

Are there any actions you strongly urge the student to take now to improve in your course?
__See Teacher
__Tutoring
__Writing Center
__Dean
__Other
__NA
If other, please specify

Comments on areas that need improvement, test scores, academic strengths, achievements or personal qualities you would like to highlight