

Supporting students for success - providing resources, opportunities, and a welcoming environment to ensure academic and personal growth.

STUDENT SUPPORT PLAN

**Ensuring Academic
Success for All**

DPI TEAM

Preamble

The support and success of students in the department is critical for their academic and personal development. To ensure this, a comprehensive plan should be developed, including continuously improving the department culture, transparent communication with students, offering regular office hours for academic and personal support, assigning an academic counselor to each student, providing workshops and seminars on job and career skills, tutoring services for those who need additional academic support, maintaining a network of support services on campus and in the community, resources and referrals to mental health and wellness services, developing and maintaining a student organization, and encouraging student participation in research projects and experiential learning opportunities.

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Introduction

This document outlines a student support plan for a department, which includes strategies to improve the department culture, ensure clear communication with students, offer regular office hours and academic counselors, provide career workshops and tutoring services, develop a network of support services, offer mental health and wellness resources, maintain student organizations, and encourage student participation in research projects and experiential learning opportunities. These strategies aim to enhance the academic and personal well-being of students, promote inclusivity and a positive learning environment, and prepare students for their future careers.

1. Develop and implement a student support plan in the department

Daffodil is undeniably a significant brand in Bangladesh, and therefore, whoever represents this name must be highly conscious of its reputation. Daffodil Polytechnic not only bears the name of Daffodil but also aims to go beyond the conventional approach. To become the leading polytechnic in Bangladesh, we must prioritize providing the highest level of support services to our students, enabling us to produce successful alumni who bring glory to our institution. Our mindset must be geared towards a "Service Mentality," and we must work to establish trustworthy relationships with our students, parents, teachers, and other stakeholders. Our students are the primary drivers of achieving our desired vision, which is to become a modern, innovative, and successful polytechnic. The following are some specific steps that can be taken to develop and implement a student support plan:

- 1.1. Every Department head/teacher has to identify the specific needs and challenges that students in the department may face, such as academic difficulties, social or emotional issues, financial challenges, or other obstacles.
- 1.2. Under Vice Principal office, every department head along with teachers have to develop a range of support services and programs to address these needs, such as academic counseling, career services, mental health services, and financial aid assistance specially work based scholarship.
- 1.3. Assign a dedicated teacher or team to oversee the implementation of the student support plan and ensure that all services and programs are effectively coordinated. In this case our Inclusive Learning Cell will monitor the progress and report to Principal end of every month.
- 1.4. The Vice Principal has to establish clear and effective communication channels to promote the availability and accessibility of student support services and programs, such as a dedicated website, social media accounts, or regular email updates, SMS, Phone Calls (Special Cases), one to one communication with students and parents.
- 1.5. All heads have to initiate a supportive and welcoming departmental culture that encourages students to seek out and utilize the available support services and programs.
- 1.6. Collaborate with other departments, Teachers, and staff across the polytechnic to provide integrated and holistic support services to students.
- 1.7. Monitor and evaluate the effectiveness of the student support plan on an ongoing basis, and make necessary adjustments based on feedback and data.
- 1.8. Department has to conduct regular surveys with students to gain insights into their needs and preferences, and use this feedback to inform and improve the student support plan.
- 1.9. Department has to ensure that all support services and programs are inclusive and accessible to all students, regardless of their background or identity or merit.
- 1.10. Provide professional development opportunities for Teachers and staff involved in the implementation of the student support plan to ensure they are equipped with the necessary knowledge and skills.

- 1.11. All heads have to establish partnerships with local community organizations and Industries/businesses to provide additional resources and support to students.
- 1.12. Encourage and facilitate peer-to-peer support among students, such as study groups, mentorship programs, or student-led initiatives.
- 1.13. Provide ongoing training and resources for students to develop essential skills such as time management, study skills, and stress management.
- 1.14. Provide opportunities for students to engage in extracurricular activities that align with their academic and personal interests.
- 1.15. Provide access to technology and other necessary resources to support students' academic success.
- 1.16. Establish partnerships with alumni and other professionals to provide career mentoring and networking opportunities for students.
- 1.17. Develop policies and procedures that ensure student privacy, confidentiality, and safety in all support services and programs.
- 1.18. Ensure that the student support plan aligns with the mission, vision, and values of the polytechnic and the department.
- 1.19. Continuously evaluate the effectiveness of the student support plan and make necessary adjustments to ensure that it is meeting the evolving needs of students and the department.

2. Create a welcoming and inclusive department culture

Creating a welcoming and inclusive department culture can positively impact student support and overall department performance. Here are five points that can be considered to achieve this goal:

- 2.1 Foster a sense of community: Create opportunities for students and faculty to engage with each other, such as departmental events, mentorship programs, or study groups. Encourage an environment of mutual support, respect, and cooperation.
- 2.2 Celebrate diversity: Acknowledge and celebrate the diversity of your department, including differences in race, gender, religion, culture, and socioeconomic status. Encourage open communication, respect for different perspectives, and inclusion of all voices.
- 2.3 Provide resources and support: Ensure that students have access to resources and support that they need to succeed. This can include academic tutoring, counseling services, financial aid, and other support services.
- 2.4 Address bias and discrimination: Develop policies and procedures to address bias and discrimination in the department, and train faculty and staff to recognize and respond appropriately to instances of bias and discrimination.

2.5 Continuously improve: Regularly evaluate and improve the department culture through surveys, focus groups, or other feedback mechanisms. Use this information to make informed decisions about changes that can be made to further promote inclusivity and a welcoming environment for all students.

3. Ensure clear and transparent communication with students

Ensuring clear and transparent communication with students is crucial in creating a positive learning environment. When students feel informed and involved, they are more likely to engage in class and take ownership of their education. Clear communication also helps to avoid misunderstandings, conflicts, and academic difficulties. When department heads and teachers communicate expectations, policies, and academic progress effectively, students are better able to plan and prepare for their coursework, exams, and career goals. Additionally, transparent communication fosters trust and respect between students and faculty, which is essential for a successful and fulfilling academic experience.

4. Offer regular office hours to students to discuss their academic and personal concerns

Offering regular office hours to students to discuss their academic and personal concerns is crucial in ensuring students feel supported and valued in their academic journey. It allows students to seek guidance and support from their department head or teachers, which can help them overcome academic or personal obstacles. Moreover, it provides an opportunity for teachers to understand the individual needs and strengths of their students, allowing them to better cater to their academic needs. Regular office hours also help to build trust and positive relationships between teachers and students, leading to a more positive and productive learning environment. Overall, regular office hours can greatly contribute to the success and well-being of students.

5. Assign an academic Counselor to each student to help them with academic and career planning

Assigning an academic counselor to each student is crucial for their academic and career planning. Counselors provide guidance and support to students, helping them to choose appropriate courses, set academic and career goals, and identify opportunities for growth and development. They also assist students in developing essential skills such as time management, organization, and effective study habits. By working closely with an academic counselor, students can maximize their academic potential and make informed decisions about their future. Counselors can also help to identify and address any issues or challenges that may arise during a student's academic journey, providing a safe and supportive space for students to discuss their concerns and seek guidance. Overall, assigning an academic counselor to each student is an important step in promoting academic success and supporting student well-being.

6. Provide workshops and seminars on job and career skills

Providing workshops and seminars on job and career skills is crucial for students' career development and success. These workshops and seminars can help students learn about job searching techniques,

networking skills, resume writing, interview skills, and other career-related skills. By providing such opportunities, students can develop the necessary skills and knowledge to compete in the job market and secure desirable employment after graduation. Additionally, these workshops and seminars can also help students understand the job market trends and requirements, which can help them make informed decisions about their future career paths.

7. Offer tutoring services for students who need additional academic support

Providing special tutoring services is essential for students who require additional support. It is important to establish this system at least one month before semester exams.

8. Develop and maintain a network of support services on campus and in the community

Developing and maintaining a network of support services on campus and in the community is important to ensure that students have access to resources beyond the department. These resources may include counseling services, financial aid, health services, and other student support services. By building a strong network of support, the department head can ensure that students have access to the resources they need to succeed academically and personally. This can also help to foster a sense of community and belonging among students, which can be critical to their success in college and beyond. Additionally, partnerships with community organizations can provide students with internship and job opportunities, which can help them to develop professional skills and prepare for their future careers.

9. Provide resources and referrals to mental health and wellness services

Mental health and wellness services are crucial for the overall well-being of students. Providing resources and referrals to such services can help students cope with mental health issues, stress, and other emotional difficulties that may impact their academic and personal lives. By offering these resources and referrals, students can receive the support they need to address their mental health concerns and stay on track with their academic goals. This can result in a healthier and more productive learning environment for all students.

10. Develop and maintain a student organization to enhance student engagement and leadership opportunities

Developing and maintaining student clubs is essential in providing students with opportunities to develop their leadership and interpersonal skills while also enhancing their academic experience. Student clubs are a great way for students to connect with others who share similar interests and passions. Through active participation in student clubs, students can develop strong social networks, build their confidence, and develop skills that will benefit them throughout their academic and professional careers. Student clubs can also help promote a sense of community and belonging, which is crucial for student success and retention.

11. Encourage student participation in research projects and experiential learning opportunities

Encouraging student participation in practical projects, field trips, and experiential learning opportunities is important for several reasons. Firstly, it allows students to apply theoretical concepts learned in the classroom to real-world situations, which can help them better understand the relevance and significance of their coursework. Secondly, it helps students develop practical skills and

competencies that are highly valued by employers, such as teamwork, problem-solving, and communication. Thirdly, it provides students with a chance to network with professionals in their chosen field, gain exposure to different industries, and explore potential career paths. Finally, participating in practical projects and experiential learning opportunities can be highly motivating and rewarding for students, helping to boost their confidence and sense of achievement.

12. Establish Expert Inclusion programs for students to connect with alumni and professionals in their field of study

Establishing expert inclusion programs is essential for students to connect with alumni and professionals in their field of study. These programs provide a platform for students to learn from experienced professionals and gain industry-specific knowledge, skills, and insights. Such programs can include workshops, seminars, guest lectures, networking events, and mentorship opportunities. Through expert inclusion programs, students can expand their professional networks and gain valuable contacts for future career opportunities. Moreover, students can learn about the latest industry trends, job openings, and employer expectations, which can help them prepare for a successful career after graduation.

13. Provide appropriate academic accommodations for students with disabilities

Education system. By creating a classroom environment that is participative and encourages question-based learning, educators can ensure that every student gets an equal opportunity to learn and that there is no discrimination based on academic performance or results. This approach also helps to promote critical thinking, problem-solving skills, and active engagement in the learning process, leading to improved academic outcomes and increased student satisfaction. Ultimately, the goal of a student-centric classroom is to ensure that every student receives a high-quality education that prepares them for success in their academic and professional lives.

14. Ensure that the department follows all applicable laws and regulations related to student support and services

Ensuring compliance with all applicable laws and regulations related to student support and services is crucial to maintain the integrity of the department and the institution as a whole. This includes complying with regulations related to student privacy, accessibility, financial aid, and academic support services. Non-compliance can result in negative consequences such as legal action, loss of funding, and damage to the institution's reputation. By ensuring compliance, the department can create a safe and supportive environment for students to learn and thrive, while also building trust with stakeholders including students, parents, and regulatory bodies.

15. Engage in ongoing professional development to stay up-to-date with best practices in student support

Engaging in ongoing professional development is crucial for department heads and educators to stay up-to-date with the latest best practices in student support. With advancements in technology and changes in the student population, it is important to continually improve one's knowledge and skills in the field. Participating in conferences, workshops, and other training opportunities can provide valuable insights and strategies to enhance the quality of support services offered to students. Additionally, staying current with the latest research and trends can help educators better understand the evolving needs of students and tailor their support accordingly.

16. Seek student feedback and implement changes based on their feedback to continuously improve student support services.

It is essential to seek regular feedback from students to understand their experiences and identify areas where student support services can be improved. By gathering and analyzing student feedback, departments can make data-driven decisions to improve their services and ensure that they are meeting the needs of their students. It is important to act on this feedback and implement changes to continuously improve student support services. This feedback loop helps to build a culture of continuous improvement and ensures that the department is providing the best possible support to its students.

Conclusion

Developing and implementing a student support plan is crucial for creating a positive and productive learning environment. This plan should include measures to continuously improve the department culture, ensure clear and transparent communication with students, offer regular office hours and assign academic counselors to each student. Providing workshops and seminars on job and career skills, offering tutoring services and developing and maintaining a network of support services on campus and in the community are also essential. Finally, providing resources and referrals to mental health and wellness services, developing and maintaining a student organization, and encouraging student participation in research projects and experiential learning opportunities are crucial steps in promoting academic success and supporting student well-being.