Dealing with EE concerns

Are you concerned about your EE student?	
Yes	No
	If you're mightily impressed with the student's progress please let the EE Coordinator know as that student deserves praise :)

Why? (level of concern)	Who should offer help in the first instance?	Recommended action
There's a subject specific issue (1)	Supervisor	Organise a 1:1 meeting
Problems with Managebac (1)	Supervisor EE Coordinator	Direct student to video tutorials Alert EE Coordinator
Questions around technical aspects, eg citations, formatting (1)	Supervisor EE Coordinator Librarians	Direct student to EE website Offer assistance of EE Coordinator and librarians
Potential deadline breaker (1/2)	EE Coordinator	Alert EE Coordinator
Stressed student (1)	Supervisor EE Coordinator Counselor	Organise a 1:1 meeting Alert EE Coordinator Alert Counselor
Major (and late) change of RQ/subject (1/2)	Supervisor EE Coordinator	Organise a 1:1 meeting Alert EE Coordinator
Motivationally challenged student (1/2)	Supervisor EE Coordinator Counselor	Organise a 1:1 meeting Alert EE Coordinator Alert Counselor
Concerns over a potential academic honesty issue (3)	Supervisor EE Coordinator IB Coordinator	Alert EE Coordinator and IB Coordinator

Levels of concern		
(low) 1	2	3 (high)
Probably needs a friendly nudge or a helping hand	Would benefit from supervised study eg MSH, maybe a phone call home too	Immediate intervention required

How to put a student in MSH for EE reasons

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● Option 1: as normal plus letting EE coordinator know ● Option 2: alert EE coordinator to concern	In both cases please provide detail as to reason

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