

Back to BASICS Template

B	Behavior 1 2 3	Comments
A	Academics 1 2 3	Comments
S	Self-care 1 2 3	Comments
I	Interaction 1 2 3	Comments
C	Community 1 2 3	Comments
S	Self-monitoring 1 2 3	Comments

GOALS

Personal:

Academic:

Social:

EMERGENCY CONTACT AND MEDICAL INFORMATION

Full Name: _____ Date of Birth: _____

Phone Number: _____

PRIMARY EMERGENCY CONTACT

Name: _____

Relationship: _____

Home/Cell Phone Number: _____

Work Phone Number: _____

SECONDARY EMERGENCY CONTACT

Name: _____

Relationship: _____

Home/Cell Phone Number: _____

Work Phone Number: _____

MEDICAL INFORMATION

Primary Physician Name: _____ Phone: _____

Insurance Company: _____ Phone: _____

Policy Number: _____

Health considerations: _____

Allergies and Treatment: _____

MEDICATION INFORMATION

Prescription Medication: _____

Dosage: _____ Frequency: _____

Purpose: _____

Helpful effects: _____

Potential harmful effects: _____

Prescription Medication: _____

Dosage: _____ Frequency: _____

Purpose: _____

Helpful effects: _____

Potential harmful effects: _____

Prescription Medication: _____

Dosage: _____ Frequency: _____

Purpose: _____

Helpful effects: _____

Potential harmful effects: _____

Prescription Medication: _____

Dosage: _____ Frequency: _____

Purpose: _____

Helpful effects: _____

Potential harmful effects: _____

Over-the-counter Medication: _____

What would be the effect if you stopped taking your medication?

Are there any medications you would like to stop taking? Why?

FOOD DIARY

Dietary allergies: _____

Dietary restrictions: _____

Dietary preferences: _____

Texture intolerances: _____

Meal time preferences:

Breakfast _____ Lunch _____ Dinner _____

New food choices and reflections:

CLEANLINESS SELF-PERCEPTION

Answer the following questions to create a baseline of skills to develop a support plan.

1. How often do you brush your teeth, shower, wash hair, etc.?

2. Do you know how to do laundry?

3. How many times a week do you clean your clothes?

4. How often should you clean your dishes/kitchen?

5. How often should you clean your room?

6. How do you share responsibility with roommates to keep common areas clean?

7. What are your personal concerns about this area?

CLEANLINESS CHECKLIST

Use the following checklist to keep track of your hygiene.

- Brush your teeth twice a day.
- Shower daily.
- Wear deodorant daily.
- Clean your dishes after every use.
- Do your laundry every weekend.
- Clean your room every weekend.
- Clean your bathroom every other week.
- Develop a shared living agreement with roommates each semester.

ROOMMATE CONTRACT

CLEANING THE SHARED LIVING SPACE

- We will have a designated space for everything.
- We will keep the space clean but not perfect.
- We plan to clean up after ourselves.
- We are OK with leaving things lying around.

We will share cleaning responsibilities in the following way:

STUDY TIME

We plan to study during the hours of _____ to _____.

During study hours it is OK to:

Have complete silence Play music Watch TV Talk

For study groups it is OK to:

Study in the room Go to a public space

TEMPERATURE OF ROOM

We agree to keep the temperature of the room at _____ and agree to consult with each other before changing the temperature.

SOCIALIZING IN THE ROOM

It is OK to socialize in the common area of the room from the hours of _____ to _____.
There will be quiet times in the common areas between the times of _____ to _____.

SLEEPING BEHAVIORS

The following behaviors are unacceptable while roommates are sleeping:

WE AGREE TO SHARE THE FOLLOWING

TV Stereo Computer Video Games Appliances Dishes Food

Notes: _____

COMMUNICATION

If there is a disagreement between us, we agree that:

- We will discuss the issue directly with the person.
- We will not talk behind roommates' backs.
- We will go directly to the resident advisor.
- We will not ignore the problem hoping it goes away.

SPECIFIC NEEDS NOT ADDRESSED IN THIS CONTRACT

By signing this, we enter into this official agreement with all roommates

Name: _____

Signature: _____

ID: _____ **Bed space:** _____

Date: _____

Residence Life Staff: _____ **Date:** _____

BACK TO BASICS: RATE YOURSELF

Following your self-evaluation you should spend time developing short-term goals surrounding your areas of growth. The ratings will change frequently as they are based on situations and personal growth. Rate yourself with 1 being low and 3 being high. Be honest as you rate your growth in each area.

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WEEKLY PLANNER

Fill in the weekly planner for your week ahead.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
7AM							
8AM							
9AM							
10AM							
11AM							
12PM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							

DAILY PLANNER

Fill in the daily planner to plan your day tomorrow.

	Date:
7AM	
8AM	
9AM	
10AM	
11AM	
12PM	
1PM	
2PM	
3PM	
4PM	
5PM	
6PM	
7PM	
8PM	
9PM	
10PM	

DETAILED "TO DO" LIST

Use this "To Do" list to outline in detail what you need to accomplish this week.

Date	Classes	Assignments (with due dates)	Progress	Completed/Submitted

BACK TO BASICS: RATE YOURSELF

Take some time to evaluate yourself honestly on the BASICS. Think about what you have learned previously as well as what you have learned about organization, planning, and goal setting.

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BACK TO BASICS: RATE YOURSELF

Take some time to evaluate yourself honestly on the BASICS. Think about what you have learned previously as well as what you have learned about communication strategies in academics.

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CAMPUS PHOTO SCAVENGER HUNT

To better understand the various support services on your campus, solve the clues, then locate the departments on your campus. Once you identify the office location, go to the department and take a picture of yourself or your group at the location.

1. You are running a fever and have a scratchy throat. Usually your mom takes care of you when you don't feel well, but you are on your own now. This place will test you for strep throat and give you the medicine to make you feel better.

2. You are feeling anxious about mid-terms and you are not quite sure why. Maybe you are letting your need for perfection get in the way of studying, or maybe you are worried about your final grade. Whatever the reason, the people in this department can help you manage your stress.

3. If you aren't sure about what class to take next in your sequence and you don't have an advisor for your major yet, where do you go to ask questions about your schedule?

4. You need to set up accommodations for your classes but you aren't sure what you qualify for. Visit this department to talk about the impact of your disability and request accommodations.

5. You are beginning your junior year in college and want to start building your resume. This department can help you build your resume, practice interviews, and locate potential employers while you are in college and right after you graduate.

6. You know that exercise helps you manage stress and helps you lead a healthy lifestyle. You also know that freshmen tend to gain weight their first year in college, so to avoid that, you can visit this place to work out.

7. Writing has always been a struggle for you, but now that you are in college, you have papers due for every class. Instead of getting overwhelmed, you can visit this department to get help on your writing process.

8. You brought your own laptop to campus but need to register it to be able to access the wireless network. This isn't something you can do on your own, so you take it to this department for assistance.

9. Your math class has caused you significant problems all semester and you are getting ready for your finals. If you don't do well on your finals, you may have to take the class again. This department can help you manage the difficult course content and locate tutors if you need them.

10. You are very interested in studying in another country when you become a junior or senior. You can visit this department to learn about the options you have for national exchange and study abroad opportunities.

11. You want to learn more about different cultures by participating in programs put on by different student organizations. This department thinks about multicultural issues and educates the campus about diversity and equality.

12. You want to learn more about feminist leadership and women's issues on your campus. This department educates about these issues and advocates for victims of domestic violence.

13. You lost your student ID and can't access your funds assigned to your account. This is where you go to replace your student ID.

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Take some time to evaluate yourself honestly on the BASICS. Think about what you have learned previously as well as what you have learned about organization, planning, and goal setting.

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BACK TO BASICS: RATE YOURSELF

Take some time to evaluate yourself honestly on the BASICS. Think about what you have learned previously as well as what you have learned about communication strategies for personal life.

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SITUATIONAL STRESS TEST

Rate each of these situations according to how stressful they would be for you personally. Rate each with either 1 for very little stress, 2 for moderate stress, or 3 for very stressful. The items rated as 3 can be seen as your potential stressful triggers.

Situation	Rating	What about this makes it a trigger?
Your alarm didn't go off and you are running late for class.		
Your professor announces a pop quiz when you enter class.		
Your roommate ate all of your favorite cereal.		
The bookstore doesn't have the book you need for class.		
You have to walk through a crowd of people to get to the door of your class.		
The pen you are using to take notes has run out of ink in the middle of class.		
You lost your USB with all your homework and notes on it.		
Your roommate left dirty dishes in the sink.		
A professor just announced an in-class project that requires group work.		
A staff member at the university tells you that someone has complained about you.		

Your class runs late so you are late getting to lunch and the dining hall is out of what you usually eat for lunch.		
Your professor has asked you to stay after class to discuss something.		
Your friend has canceled your plans to go to the movie.		
Your professor left a note on the door that your class has moved to another location.		
Your in-class final has just been changed to a take-home final exam.		
Your neighbor is having a party and is playing music very loud late into the night.		
A person in your class is whispering and laughing.		
The fire alarm goes off in the middle of the night.		
Some people get into an argument outside the library doors.		
The seat you usually sit in is taken by someone else.		

BACK TO BASICS: RATE YOURSELF

Take some time to evaluate yourself honestly on the BASICS. Think about what you have learned previously as well as what you have learned about stress management.

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ATTENDANCE TRACKER

Complete this table to help you keep track of your attendance in each class.

Class	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Class: _____ **Allowed Absences:** _____

Note: _____

Class: _____ **Allowed Absences:** _____

Note: _____

Class: _____ **Allowed Absences:** _____

Note: _____

Class: _____ **Allowed Absences:** _____

Note: _____

Class: _____ **Allowed Absences:** _____

Note: _____

BACK TO BASICS: RATE YOURSELF

Take some time to evaluate yourself honestly on the BASICS. Think about what you have learned previously as well as what you have learned about personal responsibility in academics.

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BACK TO BASICS: RATE YOURSELF

Take some time to evaluate yourself honestly on the BASICS. Think about what you have learned previously as well as what you have learned about campus social life.

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BACK TO BASICS: RATE YOURSELF

Take some time to evaluate yourself honestly on the BASICS. Think about what you have learned previously as well as what you have learned about relationships.

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