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## Kudos: Keep Up The Good Work/Showing Improvement/ Off to a Great Start

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Dear Rachel,

Way to go! Keep up the good work

Your classmates and I appreciate your dedication and hard work in the classroom.

Here are my additional comments:

Has maintained a 98% in the class.

Continuing these good academic habits will lead to your success! Keep up the good work, and you'll go the distance!

Sincerely,  
Professor Yasmin Gold

## Kudos: Collaboration True Blue Skill



Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who builds collaborative relationships with individuals representing diverse cultures, races, ability, ages, genders, religions, lifestyles, and viewpoints. Strives to increase ability to work within a team and across differences to come to an agreement.

Additional comments about how you demonstrated this skill, if provided:

Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!

## Kudos: Communication True Blue Skill



Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who expresses ideas to others in an effective manner in verbal and written forms. Reads with thoughtfulness and understanding. Listens to and responds appropriately to divergent points of view. Understands the impact of non-verbal communication.

Additional comments about how you demonstrated this skill, if provided:

Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!

## Kudos: Critical Thinking & Problem Solving True Blue Skill



Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who exercises sound reasoning, self-reflection of assumptions, and careful consideration of evidence to analyze issues, makes decisions, and overcomes problems.

Additional comments about how you demonstrated this skill, if provided:

Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!



## Kudos: Digital Proficiency True Blue Skill



Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who remains up to date, intellectually curious, and open-minded about technology; embraces and encourages digital initiatives; demonstrates the ability to lead, and is a part of, dispersed teams through use of technology. Understands and demonstrates the appropriate and ethical use of technology.

Additional comments about how you demonstrated this skill, if provided:

Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!

## Kudos: Global/Intercultural Understanding True Blue Skill



Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who values, respects, and learns from those with lived experiences that differ from one's own. Identifies elements that create diversity, inclusion, exclusion and privilege, and reflects on personal biases. Demonstrates empathy and willingness to view issues from other's points of view in appreciation and sensitivity to diversity.

Additional comments about how you demonstrated this skill, if provided:

Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!

## Kudos: Growth Mindset True Blue Skill



Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who asks questions and investigates the "why" behind issues. Actively listens. Appropriately challenges the status quo and gains new perspectives through various interactions. Embraces feedback and demonstrates a persistent desire to learn, reflect and evolve.

Additional comments about how you demonstrated this skill, if provided:

Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!



## Kudos: Innovation True Blue Skill



Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who uses design thinking and curiosity to identify creative solutions/ideas, experiments, explores multiple forward-thinking strategies, and applies knowledge to move to action.

Additional comments about how you demonstrated this skill, if provided:  
Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!

## Kudos: Leadership True Blue Skill

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Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who leverages the strengths of self and others to influence achievement of common goals. Uses interpersonal skills to guide and motivate; and organizes, prioritizes, and delegates work. Navigates through conflict with civility and emotional intelligence.

Additional comments about how you demonstrated this skill, if provided:  
Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!



## Kudos: Personal Responsibility True Blue Skill



Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who demonstrates personal accountability, and integrity; acts responsibly with the interests of the community in mind. Recognizes and learn from mistakes.

Additional comments about how you demonstrated this skill, if provided:

Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!

## Kudos: Values Driven True Blue Skill

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Dear Rachel,

Great work displaying your Keep up the good work! This True Blue skill is exemplified by someone who identifies and aligns interests, values and strengths to help build meaningful personal lives, professional accomplishments, and responsible global citizenship.

Additional comments about how you demonstrated this skill, if provided:

Has maintained a 98% in the class.



Want to learn more about developing your [True Blue Skills](#)? [Make an appointment](#) with your PCDS liaison today!

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## Kudos: We're Glad You're Here

**Subject** Starfish We're Glad You are Here!



Dear Rachel,

I am excited that you are a member of the Drake University community. Your fellow Bulldogs are here to support you and help you find your place. Starfish is a resource we use to connect students with faculty and campus resources. You can get started by updating your profile, [Log in](#). If you ever have any questions and you just don't know where to start, I recommend using the [Request Help](#) feature in Starfish. You can ask any question without knowing the right office or resource, and you will be connected with someone who can respond.

Has maintained a 98% in the class.

Go Bulldogs!

Yasmin Gold

## Flag: Missing/Late Assignments



Dear Rachel,

You've been flagged by your instructor for Missing or Late Assignments in Introduction to Microbiology.

Here are your instructor's comments, if comments were provided:

Rachel missed 3 classes this month.

Everyone gets behind at one point or another in college, but there is still time to get on track for this class. Please contact your instructor to talk about your next steps regarding this work.

Sent on behalf of,

Professor Yasmin Gold



## Flag: Attendance Concern



Dear Rachel,

You are receiving this email because you have been flagged by your instructor regarding an Attendance Concern in Introduction to Microbiology

Here are your instructor's comments, if comments were provided:

Here are my additional comments:

Rachel missed 3 classes this month.

Your attendance in Introduction to Microbiology is important to your academic progress. Missing class content can affect your grades, academic performance, and financial aid eligibility. It is not too late to change your attendance pattern. Please talk with your instructor during office hours or schedule an appointment to discuss the absence(s).

If needed, you can also take advantage of the opportunity to connect with other individuals and services available to you. Access [My Success Network](#) in Starfish to connect with services and resources such as: Your Current Instructors, Faculty Advisor/Mentor, College/School Deans Office, Academic Achievement, or Student Counseling Services.

We care about your success!

Sent on behalf of,

Professor Yasmin Gold

## Flag: In Danger of Failing



Dear Rachel,

You are receiving this email because now is the time to take action, you are in danger of failing in Introduction to Microbiology

Here are your instructor's comments, if comments were provided:

Rachel missed 3 classes this month.

Your success in Introduction to Microbiology is important to your academic progress. Here are two suggestions for actions you can take right now.

1. **Talk with your instructor.** Meet with your instructor during office hours or contact them to schedule an appointment.
2. **Access your campus resources.** Students who strategically use campus resources are more likely to be successful. Take a look at your [My Success Network](#) in Starfish to connect with services as well such as: your College/School Deans Office, Access and Success for academic coaching, or Student Counseling Services.

Drake has many resources and support services that can help you improve your academic performance and assist with personal concerns. Please take the time to follow these steps, now is the time to be proactive.

Sent on behalf of,

Professor Yasmin Gold



## Flag: Low Test Grade



Dear Rachel,

You have been flagged by your instructor for a low test grade in Introduction to Microbiology.

Your success in Introduction to Microbiology is important to your academic progress. Here are two suggestions for actions you can take right now.

1. **Talk with your instructor.** Meet with your instructor during office hours or contact them to schedule an appointment.
2. **Access your campus resources.** Students who strategically use campus resources are more likely to be successful. Check out your [My Success Network](#) in Starfish to connect with services as well such as: your College/School Deans Office, [Access and Success](#), or Student Counseling Services.

Drake has many resources and support services that can help you improve your academic performance and assist with personal concerns. Please take the time to follow these steps, now is the time to be proactive.

Sent on behalf of,

Professor Yasmin Gold

## Referral: Academic Coaching



Dear Rachel,

Recently you received an Academic Coaching referral on Starfish and we would like to encourage you toward some next steps. The Access and Success office provides academic coaching for students who are looking to improve their time management skills, study skills, test taking, reading strategies and much more. Click [here](#) to make an appointment with a member of the Access and Success team.

We highly encourage you to set up a meeting and take advantage of this great resource we have on campus. Here at Drake University we want students to grow and reach their full potential. We hope the Access and Success office can help you do just that.

Here are additional notes about the referral, if they were provided:

Comments : Needs help with Bio

Sincerely,

Michelle Laughlin, Access and Success Director

Brooke Sanders, Access and Success Coordinator

Laura Shell, Access and Success Coordinator



## Referral: Career Services

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Dear Rachel,

Looking for some additional information about career services at Drake? You can set up a one on one meeting through Starfish with the Professional and Career Development Services representative who serves your college/school. Look for the PCDS members in your Starfish [My Success Network](#) and schedule an appointment today.

Professional & Career Development Services is providing services virtually and in-person. You can schedule phone, video or email consultations. You simply need to select the appropriate delivery method when scheduling through Handshake or Starfish. We are happy to serve as a resource in any way we can.

You can also check out career readiness resources on the [PCDS website](#).

## Referral: College/School Dean's Office

Dear [Student First Name],

Here is a [Referral Name] to assist you and provide you with information to take the next steps.

Drake has many resources and support services available to assist you. We encourage you to take action immediately to continue on your path toward student success.

Go to your [Success Network](#) and schedule an appointment with [Assigned To]

**Comments** : [Add Notes]

Sent on behalf of,  
[Creator Name]





## Referral: Financial Aid

Subject Starfish More info on help paying for college



Dear Rachel,

This referral to the Student Financial Planning office is designed help you get connected to a resource who can help you answer all of your questions about paying for college. You can set up an appointment through Starfish with one of the staff in the Office of Student Financial Planning - [click here](#) to make an appointment.

I highly encourage you to set up a meeting and take advantage of this great resource. All staff are available for virtual or in-person appointments.

Sincerely,  
Yasmin Gold

## Referral: Tutoring



Dear Rachel,

Tutoring is a great resource on campus and we encourage you to utilize it as a tool to aid in your academic success. Tutoring is free, and you can sign up for as many sessions as needed.

Course-based tutoring is available for biology, chemistry, organic chemistry, physics, math, computer science, actuarial science, accounting, and economics. To schedule a tutoring appointment in Starfish:

1. Navigate to your Courses Tab in the left Menu.
2. Courses that have tutoring available will show with a purple service box.
3. Select Schedule Appointment
4. On the next screen, select what you need help with
5. Finally, find a tutor with your preferred date and time and confirm appointment.

You can also schedule appointment with the [Writing Workshop](#) or the [Speaking Center](#).

If you have any questions about tutoring or academic success resources, please respond directly to this email and we will assist you!

Sincerely,  
Laura Shell  
Access and Success