



ACT NOW! - Academic and Career Transition Program

REFLECTION LETTER

Complete your Reflection Letter and bring it your MANDATORY Academic Advisement appointment with Student Advising Services (SAS). To schedule an Academic Advisement Appointment with SAS call 716.645.6013 or visit 109 Norton Hall.

DIRECTIONS: Write (type) a concise but complete Reflection Letter consisting of **three** paragraphs that addresses the following information:

Paragraph 1: Why have you not performed well academically at UB? What specific **challenges** or issues have you faced (i.e., too many work hours, selection of major, etc.)?

Paragraph 2: What specific **strategies** do you plan to implement this spring semester and in future semesters to ensure your academic success (i.e., work no more than 12-15 hours a week, change major that better suits your academic interests and skills, etc.)? What particular **campus resources** will you utilize this spring semester and in future semesters to ensure your academic success (i.e., attend several Time Management workshops, regularly meet with an Academic Advisor and Career Services Counselor, etc.)?

Paragraph 3: Provide a list of your **long-term goals** as an undergraduate student and beyond graduation. Provide a detailed picture of your future in which your goals and aspirations are clearly defined. Referencing the [S.M.A.R.T. Goals handout](#), construct a plan that includes the sequence of steps you will take, the amount of time each step will involve, and strategies for overcoming any obstacles you may encounter. Be mindful that setting realistic and compelling long-term goals enables you to make sacrifices in the present to achieve future aspirations.

SIGN YOUR PERSONAL STATEMENT. Upon review, your completed statement will serve as an Action Plan between you and your Academic Advisor.

