DD Mon YY

**MEMORANDUM**

From: MIDN X/C William T. Door, USNR

To: LT T. A. Leonardi, USN

Subj: FALL / SPRING SEMESTER ACADEMIC COUNSELING ICO MIDN WILLIAM T.

 DOOR, USNR

Ref: (A) CNSTINST 1533.2 Series

Encl: (1) Term Academic Performance Evaluation

 (2) 4 Year Academic Plan

 (3) Term Weekly Academic Schedule

1. Current Grades (Estimate if you have to and indicate so).

 I. Course A- Grade.

 II. Course B- Grade (est).

 III. Course C- Grade.

 IV. Course D- Grade.

2. Goods and Others. (Here you should perform a self assessment on what you are “good” at and what you need work on “others” in the following areas- list two of each at a minimum.)

 I. Goods

 a. Good #1.

 b. Good #2.

 II. Others.

 a. Other #1.

 b. Other #2.

3. Goals. (Here you should list a minimum of **one** semester and **one** long-term goal for each of the following categories.)

 I. Academic

 a. Semester:

 b. Long-Term:

 II. Professional

 a. Semester:

 b. Long-Term:

 III. Personal

 a. Semester:

 b. Long-Term:

4. Summer Cruise. Discuss something positive and negative about your summer cruise experience (if applicable).

5. Service Selection.

 I. Top Choice

 II. Second Choice

 III. Third Choice

6. List here anything you feel is pertinent that you would like to make part of your permanent student record. It will not be shared with anyone outside of your advisor or unit staff as required.

 W. T. DOOR