Planning your Assignments in College

Course Planning

1. Collect all of your course syllabi.

2. Use the course chart on the back to fill in each month with all of your exams, papers, short essays, presentations, quizzes and due dates for other important projects.

3. Under Course, list each course title with your most difficult course at the top, to indicate its high priority, and your easiest course at the bottom. Under each course title, set a goal by adding the final grade you want to earn in that course.

4. Under Professor, record their name, office location and office hours. Visiting your professor during office hours during the first two weeks of classes to introduce yourself and to ask any questions you may have is a good idea. Get acquainted with each professor early, especially in your most difficult courses, and you'll be more likely to seek help regularly before problems with grades can arise. Seeing this entry on your chart will remind you to take this step.

5. Under Exams, briefly list the dates and types of each exam, and how much it counts toward your final grade (e.g., midterm on 10/2, three essays, 40 percent). Do the same under Projects & Papers and again for Other, for courses in which homework, quiz grades or critiques contribute to your final grade. Leave blanks for any courses in which these don't apply. These three spaces show you, at a glance, exactly what you have to do -- and when -- to earn the final grade you want.

6. Under Attendance Policy and Late & Makeup Assignment Policy, note any special requirements of individual professors. Professors policies widely vary so your chart will make it easy to meet individual requirement that can affect your grades.

7. Post your completed chart prominently, where you'll see it every day- this may be on your wall, in a notebook, on your desk, etc. Seeing all of your course demands condensed onto one sheet of paper, will help you stay organized and balance your semester.

8. Get a planner, Outlook calendar, iCalendar, Google calendar or print out a monthly calendar (One copy for each month)

9. Put all the important dates you've listed (e.g., tests, papers, projects, etc.) on your semester schedule!

10. After completing this long-range plan, create a weekly time management schedule to help manage your study time on a weekly basis!