Academic Plan Part 4:
Semester Planning

<u>Directions:</u>

1. Read and review the syllabus for each one of your classes. As you read the each syllabus, be sure to highlight the Instructor's policy on missed classes, late work, class participation, etc.

2. Highlight all of the test dates, quiz dates, project due dates, paper due dates, important assignments, etc.

3. Write down all assignments and their due dates on the worksheet below.

4. Bring this sheet with you to your next appointment with your academic coach. This worksheet will be used to create your semester calendar.

Class #1:

_____

Day & Time of Class: _____ Instructor's Name: _____

<u>Test Dates:</u>	<u>Quiz Dates:</u> (if weekly, just write "weekly")	<u>Paper, project, and important assignment due dates:</u>
1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

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Class #2:

_____

Day & Time of Class: _____ Instructor's Name: _____

Test Dates:	Quiz Dates: (if weekly, just write "weekly")	Paper, project, and important assignment due dates:
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Class #3:

_____

Day & Time of Class: _____ Instructor's Name: _____

Test Dates:	Quiz Dates: (if weekly, just write "weekly")	Paper, project, and assignment due dates:
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

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Class #4:

_____

Day & Time of Class: _____ Instructor's Name: _____

Test Dates:	Quiz Dates: (if weekly, just write "weekly")	Paper, project, and important assignment due dates:
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____

Class #5:

_____

Day & Time of Class: _____ Instructor's Name:_____

Test Dates:	Quiz Dates: (if weekly, just write "weekly")	Paper, project, and important assignment due dates:
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____

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Class #6:

_____

Day & Time of Class: _____ Instructor's Name: _____

Test Dates:	Quiz Dates: (if weekly, just write "weekly")	Paper, project, and important assignment due dates:
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____

Class #7:

_____

Day & Time of Class: _____ Instructor's Name: _____

Test Dates:	Quiz Dates: (if weekly, just write "weekly")	Paper, project, and important assignment due dates:
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____