

Course planner

Course: _____

Assignment (List everything: labs, essays, exams, tests, seminars, projects, etc.)	Value	Due date	Grade
Midterm exam			
Final exam			
Participation			

Instructions:

1. Make one copy for each course and place in the front of each binder.
2. Review the course syllabus and record all assignments, exams, etc. on your planner.
3. Record the value of each item and the due date.
4. Transfer due dates to monthly wall calendar.
5. As tasks are completed during the term, enter the grade received.
6. Prior to the final exam, calculate grade achieved thus far.
7. Assess what your grade will need to be to maintain or improve your grade.