

LEARNING STRATEGIES & RESOURCES

Course Chart Instructions

Overview:

During your first week of school, each professor will present you with a syllabus or course outline. Professors expect you to keep up with assignments independently, without being reminded in class. A syllabus is not just a list of assignments and due dates, but a source of information on policies, test types, and final grade calculation. Save each in a safe place on your computer or binder for frequent future reference and a road map of the professor's expectations. You can predict much about a course from the syllabus, and it can help you design your response to the demands of the course.

Long range planning needs to begin early in each semester, and this chart gives you a tool to reduce confusion and anxiety by defining more exactly the demands you face in each course.

Step 1: Collect all of your syllabi. Sit down with your chart and pull needed information from each syllabus, transferring it to the chart.

Step 2: Under COURSE, list each course title, and under each course title, set a goal by writing the final grade you want to earn in the course.

Step 3: Under PROFESSOR, record name, office hours, office location, phone number and email address. Learn your professor's name early! Plan to visit each professor's office hours during the first few weeks of classes to introduce yourself and to ask any questions you may have. Get acquainted with each professor early, especially in your most difficult course, 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 crucial step.

Step 4: Under EXAMS, list the type and date of each exam and how much counts toward your final grade (ex, midterm March 2, 3 essays, 40%). Do the same under PROJECTS/PAPERS and also under OTHER, for courses in which homework, quizzes, or critiques contribute to your final grade. Cross off the box for any courses in which these do not apply. Do not leave the box blank. These three spaces show you, at a glance, exactly what you have to do, and when, to earn the final grade you desire.

Step 5: Below ATTENDANCE POLICY and LATE/MAKEUP POLICY, note any special requirements of individual professors. There will be wide variation on these; you need to know that four absences in one course will cause you to fail the class, while in another case you have more leeway. Some professors dramatically lower grades for late work, while others are less stringent. Your chart will make it easier to meet individual expectations that will affect your grade.

STEP 6: POST your completed chart prominently, where you will see it everyday. Viewing all your course demands condensed onto one sheet of paper, rather than spread over five multi-page syllabi, is the first step in organizing your approach to the semester.

*After you have completed the Course Chart, transfer all of those key dates you have listed for tests, papers and projects to the **Semester at a Glance** tool to tie this essential information into your long-range time management system.*



EXAMPLE COURSE CHART

Semester Spring
Year 2021

COURSE Title, Number & Grade Goal	PROFESSOR Office Hours Location, Email	EXAMS Type, Date % of Grade	PROJECTS & PAPERS Due Date, Description % of Grade	OTHER Quiz, Hmwk Extra Credit % of Grade	ATTENDANCE POLICY	LATE & MAKEUP ASSIGNMENTS
CHEM 1303 Goal: A-	Dr. Wendy Cities M,W 10:00am FS063 wcities@smu.edu 214-768-5555	Test 2/21: 20% Test 3/18: 20% Test 4/25: 20% Final 5/7: 25%		Pop Quiz: 5% Hmwk: 10%	Drop 1 letter grade after 3 absences	Late hmwk: 50% max No makeup test/quiz
CHEM Lab Goal: A-	Dr. Mark Moward T,W 3:00pm FS052 mmoward@smu.edu 214-768-5555	Weekly Labs: 60% of grade Final Lab: 40% of grade			Drop 1 letter grade after 2 absences	No makeup labs
ENGL 2305 Goal: A	Dr. Ron. H Potter M,F 11:00am Dedman 332 rhpotter@smu.edu 214-768-5555		2/11: 5 pages (10%) 3/10: 10 pages (20%) 4/10: 10 pages (20%) 5/3: 15 research paper final (30%)	Weekly Writing Practice: 20%	Never miss	None
MATH 1304 Goal: B	Dr. Aly Gaither T, R 2:00pm Loyd Center 202 agaither@smu.edu 214-768-5555	Test 2/15: 20% Test 3/25: 20% Test 4/13: 20% Final 5/2: 25%		End of Section Quizzes: 10% Hmwk: 15%	3 tardies = 1 absence 3 absences = fail	None
HIST 1301 Goal: B+	Dr. Paige Turner M, R 4:00pm A. Simmons 321 pturner@smu.edu 214-768-5555	Midterm 3/10: 20% Final 5/4: 30%	2/24: Topic TBA (20%) 4/15: Topic TBA (20%)	5 quizzes over time periods: 10%	Never miss	None



COURSE CHART

Semester _____

Year _____

COURSE
Title, Number
& Grade Goal

PROFESSOR
Office Hours
Location, Email

EXAMS
Type, Date
% of Grade

PROJECTS & PAPERS
Due Date, Description
% of Grade

OTHER
Quiz, Hmwk
Extra Credit
% of Grade

ATTENDANCE
POLICY

LATE & MAKEUP
ASSIGNMENTS

