

To create a course chart...

- Collect all of your course syllabi
- Under **Course**, list each course with your most difficult course at the top, to indicate it's high priority
- Under **Professor**, list each course professor with office location, office hours and phone number – seeing this on your course chart will remind you to visit your professors' office hours
- Under **Exams**, list the dates of each test/exam and how much it is worth. (exam-9/22-35%)
- Do the same in **Projects & Papers**.
- Under **Homeworks & Quizzes**, list whether there are quizzes, how many and how much they are worth (weekly quizzes-10%) and do the same for homework.
- Under **Attendance Policy**, state whether or not attendance is taken and how many absences you are allowed.
- Under **Grade**, put the letter grade that you want to earn in the course. Your goal should be challenging but realistic.
- Post your chart where you will see it and can see, at a glance, exactly what you have to do to earn the grades you desire.
- Be sure that the dates of exams, papers and projects are recorded on your semester calendar or in your planner.