

MANAGING YOUR SEMESTER

How to use a Semester-at-a-Glance

KEEP ALL YOUR DUE DATES IN ONE PLACE:

- Use a Semester-at-a-Glance handout, available in **Online Resources** at the **Academic Skills Centre** website, to have quick access to **all your due dates in one place**.
- Once filled in, it will show you **busy weeks** and **quiet weeks** and help you **plan** and **prioritize** in advance.
- If you **print it**, write in **pencil** because dates can change.
- You can also **download** it and fill it out electronically.
- Draw a column for each class as in the example.

EXAMS & ASSIGNMENTS Semester-at-a-Glance Academic Skills Centre – Winter 202

	MATH	ENGLISH	FRENCH	PSYCHOLOGY	ANTHRO	CHEM	PHYSED
JANUARY 25 - 29							
FEBRUARY 1 - 5	1 st test 15% Tuesday	essay outline 5% Wednesday			summary 10% Monday	lab 10% Friday	
FEBRUARY 8 - 12			presentation (group) 10% Wednesday	quiz 10% Wednesday annotated biblio. mon. 5%			quiz 5% Thursday
FEBRUARY 15 - 19	2 nd test 15% Thursday				exam 20% Wednesday	exam 20% Friday	
FEBRUARY 22 - 26							

- Go through your **course outlines** to find your deadlines. Fill them in, along with the day they are due and how much each assignment is worth. This will help you prioritize.
- For the assignments with **no due dates yet**, schedule them the week you anticipate they will be due (around mid-term? before final assessment?). This way, you can see all the work you have to get done this semester. Add a question mark to each.
- When **undated assignments** are given a due date, move them to the correct week.

MANAGING YOUR SEMESTER

Continued

KEEP ALL YOUR READING ASSIGNMENTS IN ONE PLACE:

- Use a **Semester-at-a-Glance** to have quick access to all your reading assignments in one place.
- Go through your **course outlines** to find the reading assignments.
- Be sure to record **how many pages** you need to read each week in each course.

READING ASSIGNMENTS Semester-at-a-Glance						
MATH	ENGLISH	FRENCH	PSYCHOLOGY	ANTHRO	CHEM	PHYS. ED.
JANUARY 25 - 29	chapters 1 + 2 45 pages	chapter 1 20 pages	chapter 1 45 pages	chapter 1 25 pages		
<small>Wednesday, Jan. 27: first day of classes. Thursday, Jan. 28: last day for late registration.</small>						
$*139 \text{ pages} \div 7 \text{ days} = 20 \text{ pages a day}*$						
FEBRUARY 1 - 5						
<small>Wednesday, Feb. 3: last day for course change.</small>						

- If your teacher only assigns the pages weekly, try to get a sense of **how many pages** you must read weekly so you can plan a reading schedule for yourself.
- **Add** up the weekly number of pages and **divide** that number by **seven days**. The answer is roughly how many pages you should read per day to stay on track.

For more help, contact the Academic Skills Centre (ASC).