

# Course Chart

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## Overview:

During your first week of school, each instructor should present you with a syllabus or course outline. 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. 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 other work contribute to your final grade. Cross off the box for any courses in which these do not apply. 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.

*Be sure not to leave any space blank! If something does not apply, cross it out. If there's something you're unsure of, put a question mark so you know to ask about it, then fill it in.*

*Once complete, take a picture of it and keep it somewhere easily accessible for simple reference.*

# COURSE CHART

Semester example  
Year example

Goal GPA: 3.61

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
PSYC 1300 Goal: A Hyer 100	Dr. Smith By appt. Hyer 203 smith@smu.edu	4 100-pt exams (lowest dropped) + cumulative final  see Semester-At-A- Glance for dates	N/A	9 10-pt open-book, timed quizzes (lowest 2 dropped) possible 15-pt extra credit see Semester-At-A- Glance for dates	*check with professor and fill in*	Make-up exams only for university excused absences, must communicate before scheduled exam; no make-up quizzes
UNIV 1210 Goal: A A-LEC 202-O	Mrs. Martin MWF 1-2, TTh 10-11 A-LEC 202V martinb@smu.edu	N/A	N/A	90 points- assignments (assignments & 2 quizzes) 110 points- attendance & participation	5 min late= tardy 3 tardies = 1 absence 15+ min late = absence attendance counts toward grade	Accepted for half-credit if within 72 hours of deadline
WRTR 1312 Goal: A- FOSC 158	Dr. Adams By appt. Dallas Hall 24G adams@smu.edu	N/A	Paper 1- 20% Paper 2- 20% Paper 3- 20% Paper 4- 25% dates TBA	Homework & in- class work... 15%	Expected and required; 3 absences will result in major penalty	*check with professor and fill in*
STAT 2331 Goal: B+ FOSC 133; DLSB 132	Ms. Williams MW 11-12 FOSC 311 rbwilliams@smu.edu	3 Exams + Final Exam 60%	Project- 15%	Participation- 5% Homework- 10% Labs- 10%	Expected and required; 3 absences will result in major penalty	less than 24 hr late- 10% deduction 24-48 hr late- 20% deduction 48-72 hr late- 30% deduction etc.
BIOL 1301 & 1101 Goal: B+ Fondren 123	Dr. Pino MTWThF 10-12 FOSC 315 pinot@smu.edu *contact through Canvas	3 midtern exams- 60% final exam- 20%	N/A	Practice problems- 10% Diagram assignments- 5% Participation- 5%	Participation is graded based on attendance, class questionnaire, and mock exam, so don't miss! more than 3 unexcused may have to drop	less than 24 hr late- 10% deduction 24-48 hr late- 20% deduction 48-72 hr late- 30% deduction etc. (max penalty 50%)

Remember: find tools, (with instructions and examples), tips, and tricks at [smu.edu/ASD](http://smu.edu/ASD)

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Goal GPA: \_\_\_\_\_ Semester \_\_\_\_\_  
Year \_\_\_\_\_

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