**CLASS OVERVIEW WORKSHEET**

Keeping track of the assignments in each class, plus the small daily tasks, can be overwhelming. Use this worksheet to organize an overview of the projects and tasks related to your semester. **Contact us at** **HSS.StudentSuccess@unco.edu** **or Call 970-351-3140 with questions, resources, and support.**

|  |  |
| --- | --- |
| **What is your schedule?** | Write down the format, meeting time, and work time for each class. |
| **TIME** | Class 1: ENG 122 | Class 2: COMM 223 | Class 3: MAS 110 | Class 4: HIST 110 | Class 5: ENST 100 | Class 6 |
| MWF: 9:05 | MWF: 11:15 | TTH: 12:30 | TTH: 2:00 | MWF: 1:25 |  |
|  |  |
| **1** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. |
| **Class 1** | ASSIGNMENT | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
| Paper Outline | Feb. 10 | Pick Topic, Create Mindmap, Submit to Canvas | A | Discussion Posts due on Sundays at 5pm (complete on Fridays between ENG and COMM)Check Canvas for extra readingsSchedule appointments with the Writing Center. |
| Draft 1 | Mar 1 | Expand outline, go to Writing Center, bring to class | B- |
| Draft 2 | March 20 | Revise Draft 1, Go to Writing Center, bring to class | B+ |
| Final Paper | April 20 | Revise Drafts, Complete Peer Review, Go to Writing Center, Submit to Canvas | B+ |
| Presentation | May 3 | Create PowerPoint, Practice, Show up to Finals | A |
|  |  |
|  |  |
| **2** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. |
| **Class 2** | ASSIGNMENT | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
| Reading Reflection 1 | Feb. 5 | Read Chapters 1-2, submit to Canvas Discussion Board |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |  |
| **3** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. |
| **Class 3** | ASSIGNMENT | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |
| **4** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. |
| **Class 4** | ASSIGNMENT | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |  |
| **5** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. |
| **Class 5** | ASSIGNMENT | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |  |
| **6** | Looking over Canvas, your syllabus, and your assignment instructions, note the project type, due date, and subtasks to complete. Once submitted, note your grade to see your trends over the semester. |
| **Class 6** | ASSIGNMENT | DUE DATE | TASKS | GRADE | NOTES AND DAILY TASKS |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |  |