



College of Humanities
and Social Sciences

WEEKLY SEMESTER DIGITAL PLANNER & MASTER SYLLABUS

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WELCOME TO UNC!



Hey Bears! Welcome to the new semester! We are so glad to have you in our community and back on campus!

This **digital planner** has been designed to support your success at UNC. It will help you plan and work toward your goals and also keep track of your busy college schedule and personal life. This file **can be printed or downloaded** for use on your personal computer, whichever you prefer.

COURSE INFORMATION

Use this page to document your advisor(s) and your professors' contact information and their office hours for easy access.

SEMESTER AT A GLANCE

We have added important dates and events to remember throughout the semester. You can complete the rest of the page with your exam dates, assignment and project deadlines, and personal events.

CREATE A MASTER SYLLABUS

You can use the weekly planner in a variety of ways, including as a master syllabus. At the start of the semester, gather your syllabi from each course and transfer all of your assignments, projects, papers, and exam dates to this weekly planner. If you prefer being extra detail-oriented, you can add your weekly readings, too. When all of your due dates are combined, you can anticipate your busy weeks and plan ahead. Likewise, you can identify your lighter weeks and schedule in some fun and relaxation. Taking the time to get organized at the start of the semester will benefit you now and later! The planner can also be a great tool for tracking healthy habits, maintaining awareness of important university deadlines, and creating relevant to-do lists for your courses.

MONTHLY REFLECTIONS

At the end of every month, take a few minutes to reflect on the experiences you've had, the things you are looking forward to next month, and the steps you are taking toward your goals. At the end of the semester, you can review your entries and set new goals for the following semester!

The HSS Advising Center is available to provide support and we hope this digital planner helps you reach your academic goals. Click below to schedule an appointment with one of our advisors to discuss tips on setting goals, getting yourself organized, etc.

SCHEDULE AN APPOINTMENT WITH AN HSS ADVISOR

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SEMESTER COURSE INFORMATION

Major Advisor Name _____ Advisor Email _____

Office Location _____ Office Hours _____

To complete this information, find the syllabus your instructor(s) provided for each of your classes.

Use that information to fill in the days/time and location of the course, along with instructor name and email.

TIP: Maintaining good communication with your professors will be crucial throughout your college career.



Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

Email

Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

Email

Course Name

Day(s) & Time(s)

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S / S	AM	PM
	AM	PM



Drinking water will be vital to maintain your good health in our dry Colorado air. Track other healthy habits of your own in the blocks below.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Use the start of a new semester to get organized & make new connections with fellow Bears.

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Check out the UNC Bucket List at the end of this planner to explore some of our amazing resources, make new friends on campus, and get involved with the UNC campus life.



*New suggestions for habit tracking:
journaling, exercising, healthy eating, or getting
a full eight hours of sleep every night.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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S ^{AM} ^{PM}



*You can use a habit tracker for anything.
Come up with your own ideas of new healthy habits
that you'd like to build for yourself.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

*Designate time each week to empower yourself by creating a weekly to-do list.
“We need to do a better job of putting ourselves higher on our own ‘to do’ list” - Michelle Obama*

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Think about the many simple ways you can let people know you care. You will never know how that positive feedback can help sustain them through difficult moments.



*Ask yourself what purpose a bad habit is serving.
Habit tracking suggestions: budgeting,
hobbies, keeping your living spaces clean.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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WEEK 5 - DATES:

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T	AM	PM
W	AM	PM
T	AM	PM
F	AM	PM
S / S	AM	PM
	AM	PM



Habit tracking fosters accountability and can change your life moving forward!

HABIT TRACKER:

Water:

TO-DOs or NOTES:

UNC has so much to offer! Do ONE thing this week that your future self will thank you for.

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WEEK 6 - DATES:

M ^{AM} ^{PM}

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F ^{AM} ^{PM}

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*Habit tracking suggestion:
try a new food or vegetable at the dining hall or
spend more time outdoors.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

*Set aside time this week to answer a big question: what is valuable to you and why?
 "Education is the most powerful weapon you can use to change the world." – B.B. King*

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WEEK 7 - DATES:

M ^{AM} ^{PM}

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*"It's the job that's never started that takes the longest to finish" —
 J.R.R. Tolkien in The Fellowship of the Ring*



*Repetition can be especially rewarding
 when you're recording your success in
 keeping up with good habits.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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WEEK 8 - DATES:

M	AM	PM
T	AM	PM
W	AM	PM
T	AM	PM
F	AM	PM
S / S	AM AM	PM PM



*Habit tracking suggestion:
Listen to music daily or call a favorite family member back home to catch up.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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Schedule an appointment with your HSS Advisor for some goal accountability:

BOOK AN APPOINTMENT TODAY!

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WEEK 9 - DATES:

M ^{AM} ^{PM}

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W ^{AM} ^{PM}

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Write down THREE things that went well this week and TWO things that could have gone better (and what you learned from them).



Choose a habit you care about doing more regularly. Don't worry about whether others think it's important - you are important!

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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WEEK 10 - DATES:

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T	AM	PM
W	AM	PM
T	AM	PM
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*Make a list of the tasks you have been putting off.
This week, cross off everything on that list!*



*Habit tracking suggestion:
Get an early start to your day. You will find you
have more time in your day to get things done.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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WEEK 11 - DATES:

M	AM	PM
T	AM	PM
W	AM	PM
T	AM	PM
F	AM	PM
S / S	AM	PM
	AM	PM

*Take time this week to clean and organize your room and study space.
A clean work area can help you focus on your projects and be more productive.*



*How are you doing with your habit tracker?
Research shows that people who use a tracker are
more likely to succeed with their goals.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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WEEK 12 - DATES:

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T ^{AM} ^{PM}

F ^{AM} ^{PM}

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S ^{AM} ^{PM}



*Habit tracking suggestion:
schedule regular study times in your day.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

*"We must use our lives to make the world a better place to live, not just to acquire things.
That is what we are put on the earth for." – Dolores Huerta*

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WEEK 13 - DATES:

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T ^{AM} ^{PM}

W ^{AM} ^{PM}

T ^{AM} ^{PM}

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*Take time to write down **THREE** things you're proud of this week.
If you haven't done so already, visit our coaches for some great finals study tips.*



Habit tracking helps you focus on your goals and the process rather than the result.

HABIT TRACKER:

Water:

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WEEK 14 - DATES:

M	AM	PM
T	AM	PM
W	AM	PM
T	AM	PM
F	AM	PM
S / S	AM	PM
	AM	PM

Check out this video for study tips to prepare for your final exams:
GIVE YOURSELF AN ADVANTAGE ON YOUR FINALS!



*Habit tracking suggestion:
 Try something grounding like yoga,
 meditation or deep breathing exercises.*

HABIT TRACKER:

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TO-DOs or NOTES:

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W	AM	PM
T	AM	PM
F	AM	PM
S / S	AM	PM
	AM	PM



Stack new habits by connecting them with ones you already do daily. (e.g. enjoy your daily coffee during a morning walk around campus before class).

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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Finals can be stressful – remember to integrate self-care and wellness throughout your study plans. Use your habit tracker this week to make that happen.

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T	AM	PM
F	AM	PM
S / S	AM AM	PM PM



*You've made it to the end of the semester!
Reflect on all the healthy
habits you've worked toward!*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Do well on your finals and have a great break - think of some new goals for next semester and keep in touch with your new UNC friends while you are gone.

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IMPORTANT LINKS & PHONE NUMBERS



SOME OF OUR VALUABLE STUDENT RESOURCES:

Bursar

Financial Aid

Schedule of Classes

Information Management & Technology

Environmental Health & Safety

Registrar

Dining Services

Housing & Residential Life

UNC Bookstore

University Libraries

Dean of Students

UNC POLICE

CAMPUS SAFETY

PARKING SERVICES

CAMPUS MAP

NEW PERSONAL CONTACTS INFO:[illegible]

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BEARS SELF-CARE BUCKET LIST

Nothing is more important to us than your success! UNC believes in providing strong academic, career, wellness, and cultural support for every Bear. We invite you to explore all of our programs and services available to help you reach your highest potential and make the most out of your experience at UNC.

[HSS Digital Planner](#) - Your first self-care step each semester should be to download this handy tool to help you be successful

[Bear Pantry](#) - Every UNC student is able to visit the pantry once per week and choose up to 10 items at no cost

[Campus Organizations](#) - Getting involved is how you discover what drives you, grow into a leader and create life memories

[Campus Recreation](#) - Our facility provides many services and activities that support your health and wellness

[Campus Safety Tips](#) - UNC is committed to providing the safest possible living and learning environment for our students

[Center for Career Readiness](#) - We are your career connection, all the way from developing your resume to finding employment

[Clubs & Organizations](#) - Get involved, develop new relationships on campus by joining a club that engages your interests

[Counseling Center](#) - Our team provides a safe place for you to talk about issues or concerns that are important to you

[Cultural & Resource Centers](#) - We provide safe places and resources to all who identify with a specific population on our diverse campus

[Disability Resource Center](#) - Disability is a valued aspect of diversity and we provide access to services as a matter of equity

[Handshake](#) - This is UNC's job posting platform to help you discover professional opportunities on and off campus

[HSS Advising Center](#) - Find caring support and helpful advice from an HSS advisor to meet your goals

[Math Study Center](#) - We offer free drop-in learning assistance to students enrolled in math classes at UNC

[Office of Equity & Inclusion](#) - We provide support to you by advocating for equity and inclusion throughout campus life

[Outdoor Pursuits](#) - Rent gear from our extensive collections for free or find opportunities for outdoor education or experiences

[Student Health Center](#) - All UNC students are eligible to use this on-site medical clinic while enrolled at UNC

[Student Outreach & Support](#) - We assist students during difficult times which may include illness, injury, or personal/family crisis

[Tutoring Center](#) - Build on your skills and knowledge with free individual or group tutoring sessions on many subjects

[Universal Scholarship](#) - Our application process opens on Nov 1st, apply quickly to see if you qualify for any funds

[Writing Center](#) - Strengthen and demystify the writing process and learn how to use styles and academic citations

BEARS SUCCESS GOAL WORKSHEET

Crafting a success goal allows you to set concrete actions in five steps to accomplish big things! When creating your success goal, be concise and clear in your language. Your advisor can work with you to design your goals with the following questions. Contact your success coach at HSS.Advising@unco.edu or Call 970-351-3140 for questions, resources, and support.

THE BIG PICTURE GOAL	Write down the goal you have in mind. What do YOU want? <i>Ex. Graduation from UNC!</i>
1 GET SMALL	What action steps should be your primary focus to reach your big picture? <i>Ex. maintain good grades and register for the correct courses.</i>
2 GET OPTIONS	Some is not a number. How will you track your progress towards your goal? <i>Ex. check DegreeWorks before and after registration, meet with my advisor, attend classes regularly.</i>
3 GET REAL	Break your options into doable chunks. Be real and honest: what will you DO to achieve your goal? <i>Ex. meet with my advisor TWICE per semester; visit the Writing Center 3 days before every paper; attend a tutoring session once a week, attend classes.</i>
4 GET FOCUSED	Why are you setting this goal? How will the options help you achieve your big picture? <i>Ex. Meeting regularly with my advisor and using my resources on campus will help me stay focused and on track for graduation.</i>
5 GET DEADLINES	Soon is not a time. What's the deadline and is it realistic? WHEN will you complete each action step to reach your big picture? <i>Ex. meet with my advisor by next week, mark in my planner the days to visit the Writing Center, schedule tutoring sessions on Wednesday afternoons.</i>
ADDITIONAL NOTES	What else could you have done? How does the thought of meeting your big picture goal make you feel?

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