

Semester: _____

Long Term Planner

Name: _____

| Week # | Week Of | Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|--------|---------|-----|-----|------|-----|-----|-----|-----|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| Finals | | | | | | | | |

Instructions for the Long-Term Planner

Point of the Assignment: The purpose of a Long-Term Planner is to help you lay out everything you need to do in a given semester.

(Note: If you prefer to use your own calendar system, such as the Student Handbook to record your assignments, you may use that instead – attach sample copies to show it is done)

1. In the first column, write in the appropriate dates for the weeks of the current semester.
2. Go to the Assignment List (green sheets) for this class and note what is listed in the third column (Assignments Due This Day).
3. Write these items down in the appropriate date box.
4. You should break down big projects into smaller tasks. (Note: These tasks should be done outside of class time.)
 - a. **Term Paper**
 - i. Identify Three Theories
 - ii. First Draft Due
 - iii. Second Draft Due
 - iv. Final Draft Due
 - b. **Group Project**
 - i. Meet with group member(s)
 - ii. Visit Office
 - c. **Research Project**
 - i. Determine Research Paper Topic
 - ii. Complete Information Gathering Process
 - iii. Identify Informational Interview Subject
 - iii. Prepare PowerPoint file
 - iv. Schedule Informational Interview
 - v. Complete Informational Interview
 - vi. Write Paper/Create PowerPoint File
5. For every assignment listed in on your class syllabi or assignment lists, record them in the proper date box.
6. **Do not use this planner to write in your weekly schedule or appointments – it is only used to record what you need to do.**
7. Repeat this process for every week of the semester.
8. Once you have finished the process for this class, go back and repeat Steps 2 through 6 for any other classes you have this semester
9. Once you are through, answer the Reflection questions below:

Reflection:

1. What week are we currently on?: _____
2. According to this long-term planner what homework/assignment is due next?: _____
3. What do you need to do now in order to get that assignment done on time?: _____
4. Do I have a time in the semester where I will be very busy? If so, how can I plan my non-school life to accommodate for this?: _____

Test your understanding:

What is the main point of this assignment?

Why were you expected to do this exercise?

What type of person would need to do this exercise?

How well do you fit the profile of the person for whom this assignment was created?

Reflection: Write down your thoughts/reactions:
