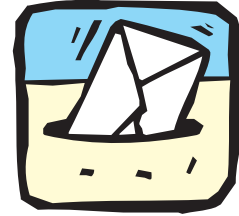


PERSONAL STUDY SCHEDULE

Here is a planning schedule. Begin now to take responsibility for your own learning.



First, enter today's date at the top of the schedule.

Second, if you have a certain deadline you must meet for course completion, put it at the bottom of the schedule. Otherwise, set a planned date for completion. If you are a graduating senior, check with your counselor to find out the date all grades are due.

Third, opposite "final examination" enter a date at least two weeks before your planned date of course completion. If you are a graduating senior, plan to take the final exam at least one month before graduation.

Fourth, enter planned dates for mailing each written assignment. Try to pace yourself. Unless otherwise specified by your instructor. (You might want to enter your plan in pencil, so it can be revised if necessary.)

If you are a graduating senior or have any other personal deadlines, it is imperative that you write to your instructor on your first lesson and inform him/her of your needs. Although the staff and faculty will do everything possible to help you, a lack of planning on your part does not constitute an emergency for the staff and faculty! Please plan ahead!

YEAR-LONG: Remember, it is assumed you will be taking up to a year to finish this course. At a bare minimum, we ask that a student take at least three months to complete a course, and instructor's permission (in writing) must be obtained to finish in this accelerated time frame.

SEMESTER-BASED: If you are a semester-based student, please follow the semester time requirements provided with your book purchase. Remember lessons cannot be accepted if turned in all or several at once.

PLANNING SCHEDULE

START I began this course on _____.



	Planned Date	Actual Date sent	Date Received	Grade
Lesson 1	_____	_____	_____	_____
Lesson 2	_____	_____	_____	_____
Lesson 3	_____	_____	_____	_____
Lesson 4	_____	_____	_____	_____
Lesson 5	_____	_____	_____	_____
Lesson 6	_____	_____	_____	_____
Lesson 7	_____	_____	_____	_____
Lesson 8	_____	_____	_____	_____
Lesson 9	_____	_____	_____	_____
Lesson 10	_____	_____	_____	_____
Lesson 11	_____	_____	_____	_____
Lesson 12	_____	_____	_____	_____
Lesson 13	_____	_____	_____	_____
Lesson 14	_____	_____	_____	_____
Lesson 15	_____	_____	_____	_____
Lesson 16	_____	_____	_____	_____
Exam 1	_____	_____	_____	_____
Exam 2	_____	_____	_____	_____
Exam 3	_____	_____	_____	_____
Exam 4	_____	_____	_____	_____

*This is a generic schedule—your particular class might not have this many lessons and exams!