



Course Assignment Log

Using an organized system of reminders and checklists can help you keep up-to-date with your course assignments for the week. The Course Assignment Log allows you to remember not just your assignments for each day, but also the materials required to complete them, their due dates, and checkboxes to indicate whether they have been turned in. Most professors will give you a syllabus at the beginning of the semester/trimester/quarter, which will include all reading assignments, papers, and exams. Gather all your syllabi and use this Course Assignment Log to plan out each week to keep yourself on track.

WHO SHOULD USE THIS TOOL?

Students should use this Course Assignment Log daily.

HOW SHOULD IT BE USED?

Update the Course Assignment Log each week as you plan to keep track of the assignments laid out in the syllabi. Make sure you indicate what materials are needed to complete the assignment. Every day, verify that you have finished the day's assignments.

Long-term projects are often divided into smaller, more manageable steps. These tasks can also be tracked using the Course Assignment Log.

Course Assignment Log

Name:					
For the week of:					
	Description	Course:	Books/Materials needed:	Due date:	Turned In:
Assignment:					
Assignment:					
Assignment:					
Assignment:					
Assignment:					
Assignment:					