

College of ACES Student Semester Planning Guide—Example

1. Gather all of your course syllabi together (opened on your computer or printed out, your preference).
2. Fill out the information for each of your courses, carefully reviewing the syllabus for each course and entering the information so that you will have a convenient record of important information about all your classes in one place.
3. If you don't know anyone in your class yet, that's fine. As you do activities in the course, make a note of anyone you already know or make a point of getting to know someone new and ask for or look up their contact information (you can generally email a classmate from within Compass or Learn, if you don't know how to reach them otherwise). If you are assigned to a group in a class, make sure to note all your group members' contact information here.

Course and Credit Hours	ACES 115 Topics in ACES (3 credit hours)
Instructions for Asking Questions	Questions link in Compass
Professor (and TA) Contact Information	Professorname@illinois.edu TAName@illinois.edu
Learning Management System	https://compass2g.illinois.edu/
Live Meeting Expectations	Mondays 1:00-1:50 in person (501 Mumford Hall) Wednesdays and Fridays 1:00-1:50 via Zoom link in Compass
Times per week expected to log in	Doesn't say (Readings, Quizzes, Study for Exams, Group Project, Final Paper)
Hours per Week Outside Class Meetings	Doesn't say, so assume 6 hours/week (2 per hour of in class time).
Day Recurring Assignments Are Due	Quiz every Monday by 7:00 pm
Larger Assignments and Due Dates	Exam #1 (September 14 th) Exam #2 (November 9 th) Group Project (November 20 th) Final Paper (December 4 th) Exam #3 (Check finals schedule)
Contact Info for Classmate(s)	<u>Group Members</u> John Doe (sample@illinois.edu XXX-XXX-XXXX) Sarah Coe (sample@illinois.edu XXX-XXX-XXXX) Zing So (sample@illinois.edu XXX-XXX-XXXX)

Course	LAS 180 Topics in LAS (2 credit hours)
Instructions for Asking Questions	las180TA@illinois.edu
Professor (and TA) Contact Information	Professorname@illinois.edu las180TA@illinois.edu
Learning Management System	https://learn.illinois.edu/
Live Meeting Expectations	None
Times per week expected to log in	At least 2
Hours per Week Outside Class Meetings	4 hours/week (Recorded lecture, Discussion Board, Readings, Homework Assignments)
Day Recurring Assignments Are Due	Discussions due Wednesday by midnight Homework due Sunday by midnight
Larger Assignments and Due Dates	None, entire grade based on discussions and homework assignments
Contact Info for Classmate(s)	Ivan Droog (sample@illinois.edu XXX-XXX-XXXX)

Course	FAA 223 Topics in FAA (4 credit hours)
Instructions for Asking Questions	FAA223TA@illinois.edu
Professor (and TA) Contact Information	Professorname@illinois.edu FAA223TA@illinois.edu
Learning Management System	https://compass2g.illinois.edu/
Live Meeting Expectations	Lab Tuesdays 4:00-7:00 pm (216 Imaginary Hall)
Times per week expected to log in	At least 3
Hours per Week Outside Class Meetings	9 hours/week (3 recorded lectures, Readings, Quiz, Lab Prep & Report, Study for Exams)
Day Recurring Assignments Are Due	Lab Prep Tuesday by 4:00 pm Lab Report Wednesday by midnight Quiz every Sunday by midnight
Larger Assignments and Due Dates	Midterm Exam (October 13 th) Cumulative Final Exam (check finals schedule)
Contact Info for Classmate(s)	Findley Kind (sample@illinois.edu XXX-XXX-XXXX)

Course	AHS 153 Topics in Applied Health Sciences (3 credit hours)
Instructions for Asking Questions	Q & A Link in Compass
Professor (and TA) Contact Information	Professorname@illinois.edu
Learning Management System	https://compass2g.illinois.edu/
Live Meeting Expectations	Tuesdays and Thursdays 8:30-9:45 via Zoom link in Compass
Times per week expected to log in	Doesn't say, but at least twice for lectures
Hours per Week Outside Class Meetings	6 hours/week (Readings, Discussions, 3 papers, Study for Exams)
Day Recurring Assignments Are Due	Discussions due Monday by noon
Larger Assignments and Due Dates	Paper #1 (September 17 th) Paper #2 (October 8 th) Midterm Exam (October 22 nd) Paper #3 (October 29 th) Final Exam (check finals schedule)
Contact Info for Classmate(s)	Ivan Droog (sample@illinois.edu XXX-XXX-XXXX)

Course	
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Example with Fake Information

4. Enter all regularly occurring synchronous and face-to-face meeting times in the weekly schedule below.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
8:30 am		AHS 153 (Zoom)		AHS 153 (Zoom)	
9:00 am		AHS 153 (Zoom)		AHS 153 (Zoom)	
9:30 am		AHS 153 (Zoom)		AHS 153 (Zoom)	
10:00 am					
10:30 am					
11:00 am					
11:30 am					
12:00 pm					
12:30 pm					
1:00 pm	ACES 115 (501 Mumford)		ACES 115 (Zoom)		ACES 115 (Zoom)
1:30 pm	ACES 115 (501 Mumford)		ACES 115 (Zoom)		ACES 115 (Zoom)
2:00 pm					
2:30 pm					
3:00 pm					
3:30 pm					
4:00 pm		FAA 223 (216 Imaginary)			
4:30 pm		FAA 223 (216 Imaginary)			
5:00 pm		FAA 223 (216 Imaginary)			
5:30 pm		FAA 223 (216 Imaginary)			
6:00 pm		FAA 223 (216 Imaginary)			
6:30 pm		FAA 223 (216 Imaginary)			
7:00 pm					
7:30 pm					
8:00 pm					
8:30 pm					

5. Below is a list of the weeks of the semester (the date is the Monday of the week). Go through each syllabus and enter the due date for any major assignments (those completed or studied for over time).

1-August 24	
2-August 31	
3-September 7	
4-September 14	AHS 153 Paper #1 Due
5-September 21	
6-September 28	ACES 115 Exam
7-October 5	AHS 153 Paper #2 Due
8-October 12	FAA 223 Midterm Exam AHS 153 Midterm Exam
9-October 19	
10-October 26	AHS 153 Paper #3 Due
11-November 2	
12-November 9	ACES 115 Exam
13-November 16	ACES 115 Group Project
14-November 23	Fall Break
15-November 30	ACES 115 Final Paper
16-December 7	
December 10 th	Reading Day
Final Exams 12/11-18	ACES 115 Final Exam is over last third of the course FAA 223 Final Exam is cumulative (covers the entire course) AHS 115 Final Exam is over the last half of the course