Course Planning Sheet

Use this planning sheet to figure out how much time you will need to complete your course and when you should take your exams. If you need this course to meet a personal goal (e.g., graduation), take that into account when you make your plan.

Name of course ______________________________________

How much work is required in this course?

How many lessons are there? ____________________________

How many progress evaluations are there? ____________________________
Note: Some lessons may not have progress evaluations.

How many exams? ____________________________

How many progress evaluations are you allowed to submit each week? ____________________________
(two per week for Personal Development & Character Education, Career Planning, and Planning for College; three for most other courses)

What is the minimum number of weeks this course will take?

Divide the number of Progress Evaluations in the course by the maximum number you are allowed to submit per week.

Add 2 weeks to request each exam. +

Add 3 weeks (per exam) for MU High School to evaluate and report your grade. +

The TOTAL will tell you the minimum number of weeks this course will take.

TOTAL = ____________________________

When should you turn in the Progress Evaluations?

Check your calendar to figure out how much time you have to work on this course. Be sure to allow for the unexpected!

What is today’s date? ____________________________

When do you need your grade? ____________________________
(If that date is not at least one month away, call 855-256-4975 immediately.)

How many progress evaluations should you turn in each week to meet your goal? ____________________________
(Make sure this number does not exceed the number of progress evaluations you are allowed to submit each week.)

Are you ready to take your exams?

☐ Complete all required lessons.

☐ Locate an exam supervisor.

☐ Request your exam.

Make a schedule.

☐ Use the charts on the back of this sheet to set goals and track your progress.

☐ Post your plan where you can see it.

☐ Check your plan regularly.

Note: Some lessons may not have progress evaluations.
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<th>Progress Evaluations</th>
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Allow at least 1 week between each exam.