

**UNIV 100: Freshman Seminar  
Academic Planner Assignment  
(50 points possible)**

What you need before beginning this assignment:

- CSUN Academic Planner (given to you for this class)
- Course syllabus from each of your classes
- CSUN academic calendar

Please write as neatly as possible.

1. Class Schedule (10 points)

Near the back of the planner there is a page called "Class Schedule". Complete this entire page for the current semester. List all of the courses you are currently taking. On the time schedule, list the course numbers and locations (e.g. UNIV 100 RE 153).

2. Monthly Calendars (15 points)

Using the full month calendars in the academic planner, enter:

- Holidays when CSUN is closed
- Administrative deadlines relevant to you (financial aid, advising, add/drop, registration, etc.)
- All dues dates from all of your syllabi (reading assignments, written assignments, projects, papers, essays, etc.)
- All quiz and exam dates from all of your syllabi
- Club meeting dates
- Exercise routine
- Important birthdays and anniversaries you want to remember
- Anything else you want to include

Note: When listing something related to a course, indicate the specific course next to the item (e.g. UNIV 100: essay #1 due).

3. Weekly Calendars (25 points)

Using the weekly calendars in the academic planner, enter:

- All of the information you included on the monthly calendars (from #2 above).
- Intermediate deadlines for larger assignments, projects, and papers/essays. For example, set personal deadlines for library research, draft #1, etc. The best way to do this is to work backward from the due date.
- A study plan for exams. Indicate when you will begin studying for each exam and break your studying into small components. For example: study chapters 1 and 2 on October 15, study chapters 3 and 4 on October 16, etc. Again, the best way to do this is to work backward from the date of the exam.

4. After you have completed #1-3, take a look at the monthly calendars for the semester. Which week will be your busiest? What will you do to plan for this week? Your plan should be clearly laid out on the calendars.