**Create Your Own Syllabus**

**Directions:** When you take an asynchronous or self-paced course online, it can be easy to procrastinate and wait to the last minute to complete assignments. Use this template to organize your course readings, assignments, and exam due dates, so that you can spread out your work over the semester. (*Note: This should be used in conjunction with your course syllabus. It is not a syllabus replacement.*)

**Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Professor:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Resources:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Office Hours:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ **Professor’s Contact Info: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Date** | **Readings** | **Assignments/Exams** | **Ideal Completion Date** | **Professor’s Due Date** |
| **Week 1** |  |  |  |  |  |
| **Week 2** |  |  |  |  |  |
| **Week 3** |  |  |  |  |  |
| **Week 4** |  |  |  |  |  |
| **Week 5** |  |  |  |  |  |
| **Week 6** |  |  |  |  |  |
| **Week 7** |  |  |  |  |  |
| **Week 8** |  |  |  |  |  |
| **Week 9** |  |  |  |  |  |
| **Week 10** |  |  |  |  |  |
| **Week 11** |  |  |  |  |  |
| **Week 12** |  |  |  |  |  |
| **Week 13** |  |  |  |  |  |
| **Week 14** |  |  |  |  |  |
| **Week 15** |  |  |  |  |  |
| **Week 16** |  |  |  |  |  |