

The chart below may be used to organize the due dates of assignments in each course. The "finals organizer" is adapted from Mengel (1992) and LSU Academic Success Center.

Put a copy of the finals organizer in the front of one's three-ring notebook or folder for each class. Post copies on the bulletin board of one's room. Check the chart daily for reminders. Cross off tasks as they are completed.

Course:

Exam Time and Date:

Overall class grade goal: \_\_\_\_\_ What do I need to get on the this exam to make this goal (factoring in other class grades): \_\_\_\_\_

Exam Preparations		
Due Date	Description (type of test, # of questions, etc)	Specific Tasks

**Example:**

Course: **Public Policy**

Exam Time and Date: **Tuesday, Dec 13<sup>th</sup> 9 AM-12:00 in room 116 COB (note time and room change!) 1<sup>st</sup> hour review, 2 hours for test**

Overall class grade goal: **B (85% or better)** What do I need to get on the this exam to make this goal (factoring in other class grades): **A- (90% or better) Not including 2 papers yet to be graded**

Exam Preparations		
Due Date	Description (type of test, # of questions, etc)	Specific Tasks
<b>Dec 10<sup>th</sup> 30 min per night</b>	<b>50 questions, comprehensive, short answer,</b>	<b>Read unfinished reading assignments (300 pages 30 pgs x 10 nights)</b>
<b>Dec 3</b>	<b>Approx 50% of semester grade</b>	<b>Review past exam</b>
<b>Dec 4 (Dec 3,4 x 1 hr)</b>		<b>Develop outline to use for exam</b>
<b>Dec 4</b>		<b>Show outline to prof.</b>
<b>Dec 6</b>		<b>Share outline with study group</b>
<b>Dec 7</b>		<b>Make concept cards for key concepts</b>
<b>Dec 8,9 (30 min each night)</b>		<b>Review by writing test questions and writing answers</b>
<b>Dec 2</b>	<b>2 unfinished papers due Dec 4<sup>th</sup> and 6<sup>th</sup></b>	<b>Ask prof. if I can turn in early to get feedback</b>

