

## Charting and Correcting Your Course

A part of your success in your college studies will depend on how well you understand and meet the requirements of each class. This handout will help you as you learn to ask questions about each course and each professor and as you continue to monitor your success throughout the semester. Answer each question completely. If you don't know the answer, ask your professor or a tutor to help you discover it. Complete one of these for each course you are taking.

1. How will the teacher determine the final grade? Check all the ways you will be graded this semester.
2. What percentage of your grade will each item be?

<input type="checkbox"/> tests	_____
<input type="checkbox"/> short quizzes	_____
<input type="checkbox"/> term paper	_____
<input type="checkbox"/> class participation	_____
<input type="checkbox"/> final exam	_____
<input type="checkbox"/> other (be specific)	_____

After each major exam or paper, answer the following questions:

1. How am I doing in this course?
  - Don't know
  - Know somewhat
  - Know very well
  
2. What is my average in this course up to this point? \_\_\_\_\_
  
3. Have I participated in this class?
  - Never
  - Occasionally
  - Often
  
4. Do I have a term paper? \_\_\_\_\_ When is it due? \_\_\_\_\_  
 Have I talked to my instructor or a tutor about it? \_\_\_\_\_

5. Have I handed in all my assignments?  yes  no  
If not, can I hand them in late?  yes  no

6. Have I fallen behind in class?  yes  no

If the answer is yes, check all that apply:

I have talked to the instructor.

I have discussed this problem with a tutor.

I have formed a study group with other people in the class.

I have made a list of things to do to catch up.

7. What is the maximum number of absences allowed in this class? \_\_\_\_\_  
How many absences do I have right now? \_\_\_\_\_

8. Based on what I know about my course work right now, should I

Keep up the good work that I am doing?

Discuss a (study, assignment, etc.) problem with my instructor?

Talk to my instructor about my progress?

Get extra tutoring help?

Withdraw from the course?

Other? \_\_\_\_\_