

Setting Academic Goals

Directions: Read these step-by-step instructions for setting academic goals for the semester. Analyze the SETTING ACADEMIC GOALS (EXAMPLE), then select one subject and use the syllabus of the course to complete the SETTING ACADEMIC GOALS (ASSIGNMENT). You may use this form for other subjects as well.

1. **List all your courses and the grade you want in each one.**
Set your goals high, but also be realistic. Aiming for an A in a class in your major may be an appropriate goal, but you may be satisfied with a C in a required course in an area that is particularly difficult for you. Base your expectations on an honest assessment of your background in each subject and the amount of time and energy you're willing to spend.
2. **For each class, list tasks you must complete to make the desired grade.**
Include tests and quizzes, papers and projects, presentations, attendance, class participation. Most of this information will be in your class syllabus.
3. **List the percent of the final course grade and the due date for each activity.**
4. **List specific activities you will have to do to make your course grade.**
Include target grades for exams and papers, steps for strengthening weak areas in your background, and resources you will use. Also include specific study habits you will need to add to your routine.
5. **As you complete each task, record your actual grade.**
Look again at the uncompleted tasks. You may have to revise your expectations, depending on what you have actually accomplished. For example, an exam grade lower than you had planned will necessitate either higher grades on later tests or a revision of your final goal. Likewise, grades higher than expected can be seen either as a cushion for the future or an invitation to set higher goals for yourself.
6. **Remind yourself of your goals.**
Post your list of expectations in a conspicuous place. You don't want to lose sight of where you want to go. Reward yourself for successes along the way.

Setting Academic Goals (Example)

Semester: Fall 2009
Class: American History
Desired Grade: B

Activity	% of Final Grade	Due Date	What I Have To Do	Actual Grade
Midterm Exam	25%	October 15	<ul style="list-style-type: none"> • score 80-90 • work with tutor 	
Class Participation	10%	All Term	<ul style="list-style-type: none"> • read ahead • keep up • attend all classes 	
Term Paper	25%	November 30	<ul style="list-style-type: none"> • earn B to B+ • finish it on time • start by Oct. 30 • rough draft done by Nov. 15. 	
Oral Report	15%	December 5	<ul style="list-style-type: none"> • earn B to A • written by Dec. 2 • practice in front of a mirror 	
Final Exam	25%	December 19	<ul style="list-style-type: none"> • score 80-90 • start review Dec. 12 • set up study group 	

Setting Academic Goals (Assignment)

Semester:
Class:
Desired Grade:

Activity	% of Final Grade	Due Date	What I Have To Do	Actual Grade
			• • • • •	
			• • • •	
			• • • •	
			• • • •	
			• • • •	
			• • • •	
			• • • •	