# **Creating a Learning Plan**

Creating a Learning Plan for each of your courses can help you find control, organization, and success in your learning. This template can also be used at the beginning of every semester to get yourself organized and off to a great start. It can also be used at any point that you feel you may need to create structure. Here is a sample learning plan and a template for you to keep track of what your expectations are for each class and your action plan for meeting those expectations.

## **Sample Learning Plan *(blank Learning Plan below)***

### **Course: Philosophy with Professor X**

### Office Hours/Contact Information/Technology:

1. Tuesday and Thursday from 1-4 pm. Use Microsoft Teams chat or video
2. Email as needed. Put course number and section in subject line.

### Note-Taking and Lectures:

1. Videos will be posted on Blackboard at the time of class. Videos will be recorded for students to access in case streaming/Internet fails.
2. Students need to take photos of notes and upload to Blackboard for participation points.

### Reading Assignments:

1. Textbook chapters to be read before viewing class lectures on Blackboard.
2. Discussion posts are related to articles. A new article is posted to Blackboard each Tuesday. Read and post discussion by that Thursday at midnight. Respond to two other discussion board posts by Sunday at midnight.

### Tests and Quizzes:

1. One test every two weeks on Blackboard on Fridays at 10 am. Can earn up to 100 points. They are open notes/book.
2. Weekly quizzes on Thursday. Quizzes will be on lecture material from Tuesday. 15 points each.

### Daily Assignments:

1. Daily textbook reading
2. Watch lecture and upload notes on Tuesday.
3. Discussions post Thursday; Two additional posts by Sunday
4. Check syllabus for any adjustments

### Projects/Papers:

1. Research paper due during finals week. This paper counts as our final. No formal final exam.

### Study Plan:

1. Read through professor’s comments on submitted notes on Blackboard.
2. Create flashcards for key terms and hold weekly Zoom study calls with study group from class to quiz each other.
3. Use Bloom’s Taxonomy to anticipate quiz and exam questions and prepare responses.

### Resources:

1. Academic Coaches available through the Academic Achievement Center. Make appointment on Accudemia.
2. Zoom call meetings with study group every Wednesday for quiz review.
3. Writing Center video call meetings with writing consultant/Library support with research for final paper.
4. Wellness Center teletherapy for stress relief and well-being.

*Document adapted from Dr. Gina Burkart, Spring 2020, Clarke University Learning Plan*

### **Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Office Hours/Contact Information/Technology:

### Note-Taking and Lectures:

### Reading Assignments:

### Tests and Quizzes:

### Daily Assignments:

### Projects/Papers:

### Study Plan:

### Resources:

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