### **M/W/F Weekly Planning Template**

*(Most up-to-date calendars available at:* [*miami.edu/registrar*](http://www.miami.edu/registrar)*)*

This template is a tool to help educators plan a semester over a weekly basis, and consider what objectives, assignments, and in-class activities you may need to prepare. To use this template, we recommend reviewing an existing syllabus, program learning outcomes, and other course resources you may have. In each column, you can add detailed information, bullet points, or key milestones you want to achieve throughout the semester. Alternatively, you can use this template for journaling changes or updates you make throughout a semester. For further guidance, feel free to reach out to life@miami.edu.

# **Column Information**

**Course Learning Objectives**

What do you want your students to know and be able to do as a result of taking this course? Add relevant course objectives connected to each class/week. Learning objectives (or goals for student learning) typically consist of 4-7 statements involving active verbs that reflect the skills you want students to develop in the course. You can use the same ones applied across the whole course, leverage course competencies, or create unique ones tied to specific assessments.

* [Sample Learning Objectives](https://www.cmu.edu/teaching/designteach/design/learningobjectives-samples/index.html) (Carnegie Mellon University, Eberly Center for Teaching Excellence)

**Assignments Due By Class**

How will you know students will have achieved the learning objectives? What assignments will help students to prepare for class and work towards achieving those learning objectives? Add reading, resources, or assessed coursework you would like students to review.

**Topic / In-Class Lesson**

What is the topic/course concept you want to focus on? What teaching-learning activities, resources, or sequence of events will work towards achieving those learning objectives? Add your lesson sequence or timings in this column.

**Holidays/Recess**

Here are some common holidays to be mindful of as you plan for the upcoming semester. Remember to include these in your schedule so as to prepare or space out your lessons.

* Labor Day (Fall)
* Fall Recess
* Thanksgiving Recess (Fall)
* Martin Luther King Jr. Day (Spring)
* Spring Recess
* Memorial Day (Summer)
* Independence Day (Summer)

| **Week** | **Day** | **Date** | **Course Learning Objectives** | **Complete By Class** | **Topic** |
| --- | --- | --- | --- | --- | --- |
| 1 | M |  |  |  | (First Day of Class) |
|  | W |  |  |  |  |
|  | F |  |  |  |   |
| 2 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 3 | M |  |  |  |   |
|  | W |  |  |  |  |
|  | F |  |  |  |   |
| 4 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 5 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 6 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 7 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |  |
| 8 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 9 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 10 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 11 | M |  |  |  |   |
|  | W |  |  |  |  |
|  | F |  |  |  |   |
| 12 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 13 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 14 | M |  |  |  |   |
|  | W |  |  |  |   |
|  | F |  |  |  |   |
| 15 | M |  |  |  |  |
|  | W |  | (Last Day of Class) |  |  |
| 16 |  |  | *Final Exams* |
|  |  |  | *Final Grades Available to Students in CaneLink* |