

# Individual Study Activities Planning Template

This template is designed to assist students planning an Individual Contract or Internship in setting up a syllabus or schedule of activities for their academic work.

The Template is a Table in a Word 2000 Document, and you should be able to enter your plans into the form or adjust it to be most useful to you. Use this guide in planning with your sponsor – it will not appear as part of your contract.

## Helpful Tips:

- Include review dates and due dates for your work.
- Estimate the number of hours it will take you to do each activity – and/or the number of hours you plan to devote to reading or other on-going work.
- Use this framework to create your communication plan with your sponsor: specify when you will meet, review and return writing, etc.) and clarify what the support will comprise.
- Plan to have at least one comprehensive review of your progress at midterm, and the bulk of your work complete at the end of Week 9 - or as planned with your sponsor.
- To help you think about planning your workload there are some standard estimated hours of work per week that is expected based on the number of credits you are taking. The proposed grid is only a guideline. You should consult with your sponsor for their specific expectations of your workload and time commitment.

## Undergraduate Hours and credits:

For each quarter credit you are planning to earn, you can expect to spend 2.5 hours per week in a 10-week quarter.

Undergraduate Credits	Hours of Work per week	Total Hours per Quarter
2	5	50
4	10	100
6	15	150
8	20	200
10	25	250
12	30	300
14	35	350
16	40	400

## Graduate Hours and credits:

For each quarter credit you are planning to earn, you can expect to spend 5 hours per week in a 10-week quarter

Graduate Credits	Hours of work per week	Total Horus per Quarter
2	10	100
4	20	200

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<b>Week</b>	<b>Reading &amp; Research</b>	<b>Writing</b>	<b>Lab or Studio Work</b>	<b>Other</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				