

## Organisational Chart with Academic Calendar 2022/23

### Organisational chart: a record of all work that must be completed.

How to use the organisational chart:

- At the start of the year: Fill in the **Module Name** & name of the **Tutor** teaching that module
- Fill in the details when you get **work to be completed** (e.g. assignment title, logbook entry, presentation, posting, etc.)
- Fill in **End of yr. % Grade** or weighted grade (so you can decide how much time to spend on this work, i.e. 50% requires a lot more time compared to 10%). Not all work may count in your final year grade, however it still may be necessary to hand it on, check with your tutor if unsure.
- Fill in the **Date Due** when the work is to be completed/handed into your tutor
- There are 2 extra columns on page 2 for notes or if you must complete more than 7 pieces of work for one module

### Academic calendar: a visual record of all work that is outstanding or completed

How to use the academic calendar:

- Circle the date work is due to be completed/handed in e.g.: 3rd Oct, circle ③ in Oct box.
- When the work is completed/handed in: X or – the date circled e.g. ③.
- It should therefore be clear when you look at the calendar the amount of work that is outstanding and completed by the number ③,③,③,③ versus the number of ~~③,③,③,③,③,③~~.
- If several items are due the same day, make a note of it or circle the day before so that for every piece of work due there is a date circled & it won't be forgotten
- If you get an assignment extension: X or – the old date and circle the new assignment due date.
- If one assignment has several pieces of work with different due dates: circle each due date separately, that way you will not forget any piece of work
- *At the end of the year look back at all the ~~③,③~~ and congratulate yourself on all the work you have completed 😊!!*

## Organisational Chart – page 1 of 2

Module Name	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6
Tutor						
1. Work to be Completed						
End of yr. % Grade						
Date due						
2. Work to be Completed						
End of yr. % Grade						
Date due						
3. Work to be Completed						
End of yr. % Grade						
Date due						
4. Work to be Completed						
End of yr. % Grade						
Date due						
5. Work to be Completed						
End of yr. % Grade						
Date due						
6. Work to be Completed						
End of yr. % Grade						
Date due						
7. Work to be Completed						
End of yr. % Grade						
Date due						

## Organisational Chart – Page 2 of 2

Module Name	Module 7	Module 8	Module 9	Module 10	Misc. /Additional notes	Misc. /Additional notes
Tutor						
1. Work to be Completed						
End of yr. % Grade						
Date due						
2. Work to be Completed						
End of yr. % Grade						
Date due						
3. Work to be Completed						
End of yr. % Grade						
Date due						
4. Work to be Completed						
End of yr. % Grade						
Date due						
5. Work to be Completed						
End of yr. % Grade						
Date due						
6. Work to be Completed						
End of yr. % Grade						
Date due						
7. Work to be Completed						
End of yr. % Grade						
Date due						

### Academic Calendar 2022/23

October 2022							November 2022							December 2022							January 2023						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					

February 2023							March 2023							April 2023							May 2023						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5			1	2	3	4	5						1	2							
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	28						27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
																					29	30	31				