

EDUC 106: Workshop in College Success – Time Management

Section 2, 10/29-12/12

TTh 11:00am-11:50am

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Course Description & Objectives:

EDUC 106 is a pass/fail course that will provide you with strategies and skills to manage your time effectively. This is a discussion-based course where attendance is crucial and you will be expected to participate in all class activities. You are expected to think, reflect, write, and share your insights with your classmates. This course offers you the opportunity to think about how you learn best and then apply that knowledge to your time management plan.

Course Objectives:

1. To gain a working knowledge of time management techniques
2. To apply time management techniques to your academic time management plan
3. To gain an understanding of how time management affects a person's life and goals

Requirements to pass the course:

To pass this course, it is expected that you will attend class and participate in class discussions and activities. You will only get out of this class what you put in. Attendance and completion of in-class activities will be 10 points per class period (total of 130 points). Additional homework assignments (outside of class time) will be a total of 40 points. You will need 120 points to pass this course. Grades will be posted on Canvas.

Course Attendance Policies:

You are allowed three absences. It is your responsibility to email me to get the homework or activity that was assigned that day. You must complete all assignments, regardless of your attendance. Points for the three absences will only be granted if you complete the assignments for the day. Every absence beyond three will result in zero points for the day, regardless of the completion of the activities.

Accommodations:

If at any time you require accommodations due to learning or health issues, please speak with me and appropriate modifications will be made to ensure that you have a successful semester.

UWSP Community Bill of Rights and Responsibilities

UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations have been developed for all students and instructors. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP. For more information go to <http://www.uwsp.edu/stuaffairs/Pages/rightsandresponsibilites.aspx>.

The Rights and Responsibilities document also includes the policies regarding academic misconduct, which can be found in Chapter 14. A direct link can be found here:

<http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/SRR-2010/rightsChap14.pdf>.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. For more information about UWSP's policies, check here: <http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/ADA/rightsADAPolicyinfo.pdf>.

If you have a disability and require classroom and/or exam accommodations, please register with the Disability Services Office and then contact me at the beginning of the course. For more information, please visit the Disability Services Office, located on the 6th floor of the Learning Resource Center (the Library). You can also find more information here: <http://www4.uwsp.edu/special/disability/>.

TENTATIVE SCHEDULE OF EVENTS

Note that the instructor may change the course schedule

Date	Topic
10/29	Reasons students struggle in college
10/31	Struggles and strategies
11/5	Instant gratification and goal setting
11/7	Procrastination
11/12	Procrastination
11/14	How do you spend your time?
11/19	Chain reactions
11/21	Task-orientated time management
11/26	What does research say?
11/28	Thanksgiving – No Class!
12/3	Test prep and study skills
12/5	Stress Management
12/10	What did you learn?
12/12	What did you learn? Continued