

Workshop in College Success: Time Management
Education 106
Room 018F, Albertson Hall
Fall 2018

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Course Description:

This pass/fail 8-week course will provide you with strategies and skills to manage your time effectively. This is a discussion-based course where attendance is crucial; I expect you will 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.

Student Learning Outcomes:

Upon successful completion of this course you will have:

A working knowledge of a variety of time management techniques

Applied time management techniques to your own effective, academic time management plan

An understanding of how time management effects a person's life and goals

Course requirements (to pass this class):

- 1. Attendance and Participation:** Engage yourself in the learning process. You will only get out of this class what you put in. You are allowed three absences. It is your responsibility to email me to get the homework or journal that was assigned that day. You must complete all homework assignments, regardless of your attendance. You will be making these appointments based on your personal schedule.

- 2. Assignments:** There will be several assignments that reflect the topic for that week. You are required to complete all the assignments, even if you have missed a class. Each of the 10 assignments will be worth 10 points. You must have 80 points to pass the course.

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 positive and 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. I am happy to help in any way I can. 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/>.