

**EDU 106: Workshop in College Success – Time Management** (1 credit)

**Syllabus Spring 2020 Section 1**

**Instructor:** W. Konieczki

**Office Hours:** Monday 11:00 am, Wednesday 11:00 am.

**Office:** 143 CBB

Or by appointment ☺

**Phone:** none ☹

**Email:** bkoniecz@uwsp.edu

**Textbook:** none

MEETINGS	MEETING TIMES
Lecture	M, W. 1:00-1:50 P.M. ALB 018F

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

**Course**

*Upon successful completion of this course, you should have:*

**Objectives:**

1. A working knowledge of a variety of time management techniques.
2. Applied time management techniques to your own effective, academic time management plan
3. An understanding of how time management affects a person's life and goals

**Requirements to pass this class:**

It is expected that you attend class and participate in all class discussions and activities. Past experience shows that there is a strong positive correlation between the amount of time a student spends in class and their final grade.

Attendance, in-class activities and homework assignments will total 10 points per day for a total of 150 points. You must earn 120 points to pass the course ! Grades will be posted on Canvas.

It is your responsibility to obtain the information for any missed class. Make-up or late work will be allowed in the case of a serious illness (requiring a doctor's care), or the death of a close relative.

**E-mail:**

UWSP students are encouraged to check their e-mail regularly (five + times per week) for information from the university and/or instructors. If you are using an e-mail account other than your campus account to contact me, be sure your full name is included in the message.

- Academic Conduct:** All students are expected to follow the ethical practices of neither giving nor receiving any unauthorized assistance on all of their work in this class. Additionally, all students are expected to not divulge the nature or content of any questions or answers on exams to any other student or groups of students. If there are suspected violations of academic misconduct, as defined by the UWSP Chapter 14.03(1) code, then the Chapter 14 policies and procedures will be invoked. See web page at <http://www.uwsp.edu/dos/stu-academic.aspx> for details.
- Electronic Devices:** Cell phones should be **turned off** and put away during a class. No other communication or musical devices are allowed. Students needing a foreign language dictionary may use one, as long as it has no other writing or examples in or on it. No video or audio recording of lectures is permitted without the prior written authorization from the instructor.
- Extra help:** Tutors are available to help students with any subject material. Interested students are encouraged to contact the Tutoring-Learning Center. (ALB, room 018)
- Study Aids:** Supplemental handouts may be provided during particular lectures. Lecture PowerPoint presentations (in a condensed format) will be made available to registered students through the course link in Canvas. Please note that lectures may only appear on Canvas **after** each lecture is given, and students must recognize the content of these files **cannot** replace regular class attendance.
- Note:** This is a tentative syllabus. The instructor reserves the right to make amendments to this document. Also, lectures and course materials may **not** be distributed or posted in any on-line format without permission from the instructor.