

Workshop in College Success: Time Management
Education 106 Sec. 4 & 5
Tuesdays and Thursdays, Room 018F ALB
Sec. 4: 11-11:50
Sec. 5: 2-2:50
Spring 2017

Instructor: Jake Wozniak
Office: 018G Albertson Hall
Email: jwozniak@uwsp.edu
Office: (715) 346-4315

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. Some class meetings might be replaced with a required meeting with a peer study skills consultant. You will be making these appointments based on your personal schedule.
- 2. Reflective Writing:** I will be asking you to journal throughout the next 8 weeks. Journaling is a fantastic way to investigate your own thinking. Called metacognition, developing metacognition is one of the goals I have for you. Journals that are completed satisfactorily are one page, typed, and show real thought into the topic. Reflections will be handed in via the Dropbox on D2L. You must complete all the journal assignments, even if you have missed a class.
- 3. 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.

Tentative Schedule

Class 1	Syllabus, Go over reasons students struggle in college
Class 2	Time management discussion as a group-where do you struggle, what do you do well?
Class 3	Predict where the hours in your week go,
Class 4	Procrastination: What causes it, how to beat it
Class 5	Look back at where your time went, reflect, plan a perfect week
Class 6	What does the research say on time management?
Class 7	Discuss task oriented time management, make a to-do list, break big tasks into smaller pieces
Class 8	Goal Setting, SMART Goals discussion, write goals for the rest of the semester
Class 9	Maximizing Study Time
Class 10	Look at time management tips, Quotes
Class 11	Stress Relief
Class 12	Stress Relief
Class 13	Test Prep, Test Anxiety, Test-Taking Strategies
Class 14	Test Prep, Test Anxiety, Test-Taking Strategies

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/>.