**Fall 2012**

**ACADEMIC DEVELOPMENT B 70A: TIME MANAGEMENT**

**Study Skills Syllabus**

**Instructor:** Eileen Pierce **Office Location:** SS 133 area (adjunct)

**Dates:** Aug. 21-Sept. 6, 2012 **Office Time:** Tues., 10:25-10:55 AM

**Time:** 11:10 AM-12:35 PM **Phone #:** 395-4433 or 395-4654

**Days:** Tues./Thurs. **E-mail:** epierce@bakersfieldcollege.edu

**Location:** H 20 **My website:** http://eileenpierce.weebly.com

**My Lab Hrs.:** M/W 8:30-10:30 AM

(SS 143) F 8:30 AM-12:20 PM

Each course in the Study Skills series involves: 6 class sessions, 3 independently done labs, and a final project. The lectures are approximately 1½ hours in length. The labs are expected to require 1-2 hours each, if done properly. This course is worth 0.5 units and is graded on a P/NP basis (Pass/No Pass).

**HOW TO EARN A “P (Pass)” IN THIS COURSE:**

1. **You MUST attend AT LEAST 5 OUT OF THE 6 LECTURES.**

Because the class is so short, the attendance requirement is very strict. If you are late to class by more than 15 min. or leave more than 15 min. early, you will be marked absent for that day. NO EXCUSES for lateness or absence will be accepted, no matter how valid they may be (i.e. grave illness, court date, death, etc.). The following represents the lecture schedule:

Day 1—Overview of class, Lecture 1 “Applying the Principles of Time Management,” Tour of SS 143 Lab

Day 2—Lecture 2, “Balancing Your Time”

Day 3—Packet, pp. 7-9, Discussion of peak vs. slump times, distractions, 40 tips for managing time

Day 4—Lecture 4 “Goals for Time Management”

Day 5—Lecture 5 “Goals, Motivation, and Procrastination”

Day 6—Final Project Presentations

1. **Complete all 3 lab assignments in the Student Success Lab, SS 143.**

Be sure to always clock in/out at the attendance computer. Each lab assignment is described in detail along with due dates as follows: ***Note: There is no Lab #1!!***

**Lab 2:** SELECTION OF TIME MANAGEMENT STRATEGIES

Double-click on the desktop link that says “Student Success Lab,” then select the folder entitled “ACDV 70,” find Time Management (70A), and locate Lab #2. Take notes on the worksheet for Lab #2 (this will be provided in class, or you can pick up a copy in SS 143).

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Lab #2 is due no later than **Thursday, August 23** at the start of class.

**Lab 3:** HOW TO SET AND ACHIEVE GOALS

Follow the same process as described for the previous lab to locate ACDV 70A Lab #3, and take **a minimum of 2 pages of notes (1 page on Part I and 1 page on Part II).** \*Note: If you have leftover space in your 2 pgs. of notes, then fill it in by writing your personal reaction to the content of the notes you just took.

Lab #3 is due no later than **Thursday, August 30** at the beginning of class.

**Lab 4:** “MASTERING GOALS: IT’S NOT WHAT YOU SAY” **VIDEO**

Find ACDV 70A Lab #4 by following the same procedure as outlined previously. If you prefer, turn on captions by **right-clicking the mouse**, selecting **Lyrics, Captions, Subtitles**, and then choosing **Closed Captions**.

Complete the worksheet given in class. Lab #4 is also due no later than **Thursday, August 30** when class commences.

1. **Satisfactorily complete the Final Project.**

This **group** project is based on a case study and involves a short oral presentation for each group member. Each group will make its presentation on the final day of class. A separate handout will be provided on the 2nd day of class, explaining the project with specifics and describing the case studies. **Please note that this component is in lieu of a final exam and counts for a whopping 30% of your total grade!**

**HOW YOUR GRADE IS WEIGHTED:**

 Attendance and Participation: 10%

 (3) Lab Assignments: 60%

 Final Project: 30%

**HOW YOUR GRADE IS DETERMINED:**

 Since this is a P/NP course, you will not be given actual letter grades. However,

 in order to earn a “Pass,” you must meet the attendance requirement of attending

 AT LEAST 5 out of the 6 days of class AND have a combined percentage score

 of 75% or higher on attendance/participation, the 3 labs, and the final project.

**REQUIRED MATERIALS:** Student Packet *ACDV 70A—Time Management* by Eileen Pierce from the bookstore

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**STUDENT LEARNING OUTCOMES (otherwise known as SLO’s):**

1. Evaluate personal time management skills, including current schedule and demands.
2. Develop an effective schedule to complete a long-term assignment or study for an exam.

**SUPPORTIVE SERVICES STATEMENT:**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact **Disabled Student Programs & Services in the Student Services**

**Building, 1st Floor, Counseling Center, 395-4334** as soon as possible to better ensure such accommodations are implemented in a timely fashion.

**A NOTE ON APPROPRIATE STUDENT CONDUCT DURING LECTURES:**

The instructor has high expectations concerning student conduct during lecture time. All students are considered to be adults and are expected to act as such, meaning that there is to be no talking, whispering, giggling, etc. while the instructor or a recognized student is speaking. If any student cannot adhere to these guidelines, then he/she will be asked to move to a different location in the classroom. If the immature behavior continues to be a nuisance to the instructor and/or other students nearby, then the offending student(s) may be asked to leave the class.

Also…please put all cell phones and other similar gadgets on mute or vibrate and HIDE THEM away where you will not be tempted to peek at them or use them in any way, especially for text messaging, while the instructor is lecturing. Your cooperation is greatly appreciated!

*How you spend your time defines who you are.*

 --Oprah Winfrey

