E. Pierce THE FINAL PROJECT

ACDV 70A

TIME MANAGEMENT

BASIC DESCRIPTION OF ASSIGNMENT:

For this project, each group will be given 1 case study (out of 8 total) to analyze. Then, each group member will be assigned a part of the overall assignment to complete. This project involves an oral presentation, and each member of the group will be graded individually on his/her contribution to the group’s presentation.

Please note that there is NO written component to turn in, although it is highly recommended that each student create notes to use during the presentation. Use your notes as a backup, but try not to read from them directly. Make frequent eye contact, and have fun with it!

PARTS OF THE PRESENTATION: (to be divided among group members)

Assign the following parts to your group members (3-4 people) at your first meeting. You can divide up the tasks however your group decides, but anyone who’s absent simply gets whatever is left over!!

1. Introduction to your group’s case study, including pertinent details (name of individual, position in life, time management problems, etc.) You must paraphrase the specific details of the actual case study. Remember…paraphrasing means putting ideas in your own words.

EXAMPLE--Introduction to Case Study: We are doing Case Study #9. Our main character, a young college student whose name is Larry, has a very nasty habit of procrastinating when he doesn’t want to do a certain task. Unfortunately, school assignments fall into the category of activities he doesn’t want to do! His grades have been steadily slipping because he either does a project at the last minute, which usually means that the quality of his work is poor, or he…etc., etc.

1. A short skit illustrating the situation presented in your case study. The skit can involve all group members or just several. Write the skit out, indicating the exact words and actions of each character. It helps to have one person function as the narrator of the skit to verbally explain each action of the characters while the characters are actually performing them. Be sure to write down the words of the narrator, as well. Don't forget to make copies for your group members to read when they perform. Memorization is great but not necessary!

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EXAMPLE-- A Short Skit: Narrator: Larry is arriving back at his apartment after a long day of classes at his local community college.

Larry (looking at a course syllabus in disgust): I can’t believe I’ve got yet another essay to write in this English class! Writing just isn’t my strong point.

Narrator: The phone suddenly rings.

Larry’s friend Mike: Hey, dude, whatcha up to?

Larry (shoving the course syllabus aside): Uh, actually, not much…I’m totally free.

Mike: Let’s hang out at the skate park for a couple of hours.

Larry: I’m on it like a hobo on a ham sandwich.

Larry (rationalizing to himself): My essay’s not due for 2 days, and I deserve some fun after the stress of today…

1. At least 3 (more are fine, too) time management strategies to help solve the individual’s time management challenges. Select your strategies from all the relevant suggestions and tools that you learned during both lecture and lab as well as any ideas from the packet.

EXAMPLE--Time Management Strategies: The first strategy I would recommend to Larry is setting up a Weekly Calendar every Sunday night. This would force him to schedule his study sessions. The second time management tip is…etc., etc.

1. Conclusion to the presentation: Find 1 intriguing quote regarding TIME, and write it ON THE BOARD along with the name of the person from whom it originated. Then provide your own explanation of what you think the quote means AND how you apply it (or don’t apply it) to your own life. Feel free to ask members of the class for their interpretation.

EXAMPLE-- Conclusion: My quote regarding time is: Time is money. The author of this well-known quote is Donald Trump. Basically, the quote means that time and money are the same. They’re both precious because they’re in a limited supply. Do I apply this to my own life? Yes, in a sense, I do because I’m always aware of the passage of time and how it relates to being financially smart. What do you guys think?…etc., etc.

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THE CASE STUDIES

Situation #1:

Lindsay could not wait to get to college. She was anxious to meet new people and experience college life. On the first day, every instructor presented her with a syllabus and a semester full of assignments. How would she ever get all this done? She felt overwhelmed. She felt she had so much to do that she did not know where to start!! What should Lindsay do to ease her anxiety? How can she manage her time effectively?

Situation #2:

Miles has a very hectic and busy life. He attends college, works a full-time job, and has a family. Miles feels overwhelmed every day. He just cannot seem to get everything done. Miles realizes that midterms are coming up in a week. What can Miles do to utilize his time for studying?

Situation #3:

Heather has just received the results of her first college test. She failed her psychology exam miserably. She can only blame herself because she was not prepared. Heather just could not find time in her busy schedule to study. She has another exam coming up in two weeks. What can Heather do this time to ensure she improves her grade?

Situation #4:

Sarah is a single mom with three small children. She has just gone through a divorce and feels she can get a much better job to support her family if she can get an associate’s degree. She is terrified of returning to school after so many years. While she is excited about going to college, she is apprehensive about the workload. She has many doubts. What should Sarah do to alleviate her anxiety? How should she manage her time?

Situation #5:

Jarred, a first-year college student, is eager for his first semester to begin. High school was so easy for Jarred; he never had to study. He feels college will be similar to high school; after all, it is just a junior college. After the first week of the semester, however, Jarred realizes he was wrong. He has been bombarded with loads of challenging work, not to mention grueling exams. He had never had to study before and is finding it hard to say no to friends and family when they want to hang out. What should Jarred do to adjust his schedule to fit college life?

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Situation #6:

Angelica waits until the last minute to do most tasks, especially when it comes to homework and studying. She is the worst procrastinator, and she knows it. However, she just feels so burdened by duties all the time. Angelica believes if she doesn’t deal with her homework, it doesn’t exist. She tends to have low self-esteem because of her procrastinating. What can Angelica do to change her behavior?

Situation #7:

Kevin is a man with a plan. He has a schedule, and he sticks to it, even though it is a schedule most people could never keep up with. Kevin is not going to let anything stop him from achieving his goals. Midway through the semester, unfortunately, Kevin suddenly collapses from fatigue, suffering a nervous breakdown. His mind and body simply could not endure his hectic schedule. What could Kevin have done to prevent this from happening?

Situation #8:

Anthony is a perfectionist. He is having a hard time adjusting to college life due to his fear of failure. In his mind, it is safer to do nothing than to take a risk and fail. Anthony has decided to not confront his college workload; he feels he has too much to do and not enough time to do it perfectly. What should Anthony do to ease his anxiety and diminish his tendency to procrastinate?

SAMPLE RUBRIC FOR EACH GROUP MEMBER: (100 pts. total)

1. Demonstrated strong understanding of time management issues/principles: \_\_\_\_\_\_/40
2. Followed directions & gave enough detail to explain assigned part: \_\_\_\_\_\_\_/40
3. Delivery style was enthusiastic and easy to follow: \_\_\_\_\_\_\_/20

COMMENTS: