

| Syllabus for Work 229 - Time Management– Eureka Campus | | |
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| Semester & Year | Summer 2016 | |
| Course ID and Section # | Work 229 - 042183 | |
| Instructor's Name | Andrew Pierce | |
| Day/Time | July 11-13; MTW 9am-12pm | |
| Location | McKinleyville High School | |
| Number of Credits/Units | Noncredit | |
| Contact Information | <i>Office location</i> | McKinleyville High School |
| | <i>Office hours</i> | Before and after class |
| | <i>Phone number</i> | (707)672-4398 |
| | <i>Email address</i> | andrew-pierce@redwoods.edu |
| Textbook Information | <i>Title & Edition</i> | n/a |
| | <i>Author</i> | |
| | <i>ISBN</i> | |
| Course Description | | |
| An introduction to time management principles and specific tools that assist in making maximum use of time. Emphasis will be placed on prioritizing, identifying time wasters, and goal setting. | | |
| Student Learning Outcomes | | |
| <ol style="list-style-type: none"> 1. Describe various techniques for managing time. 2. Explain the principles of effective delegation. 3. Apply S.M.A.R.T. principles in a goal-setting exercise. | | |
| Special Accommodations | | |
| College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services . Students may make requests for alternative media by contacting DSPS at 707-476-4280. | | |
| Academic Support | | |
| Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services , for eligible students, with advising, assistance, tutoring, and more. | | |
| Academic Honesty | | |
| In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the | | |

Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProcedureSrev1.pdf Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProcedureSrev1.pdf

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Emergency Procedures:

In the event of an emergency, please move to a secure location and call 9-1-1. Once the emergency has been reported, please call Andrew Pierce at (707)672-4398.

In the event of an emergency at the Arcata High School campus where evacuation is necessary, please walk to the Arcata Community Pool. In the event of an emergency at the McKinleyville High School campus where evacuation is necessary, please walk to the field in front of the school. Your instructor will provide you with a map and directions to these locations.

Calendar:

Day 1 - Intro to time management

Day 2 - Teacher-led activities

Day 3 - Student presentations

Instructor reserves the right to make changes to the syllabus as necessary.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.



Calendar: