

Syllabus for WORK 229- Time Management									
Semester & Year	Fall 2017								
Course ID and Section #	Work 229- E4465								
Instructor's Name	John W. Schutt Jr.								
Day/Time	T/S/SU 6:30-9:30 PM, 9-19-17 to 9-24-17								
Location	HCCF								
Number of Credits/Units	0								
	<table border="1"> <tr> <td><i>Office location</i></td> <td>None</td> </tr> <tr> <td><i>Office hours</i></td> <td></td> </tr> <tr> <td><i>Phone number</i></td> <td></td> </tr> <tr> <td><i>Email address</i></td> <td>John-schutt@redwoods.edu</td> </tr> </table>	<i>Office location</i>	None	<i>Office hours</i>		<i>Phone number</i>		<i>Email address</i>	John-schutt@redwoods.edu
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Course Description									
<p>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.</p>									
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									
<p>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.</p>									
Academic Support									
<p>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.</p>									
Academic Honesty									
<p>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</p>									

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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: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>, and scroll to AP 5500. 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: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500. 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.

Emergency Procedures for the Humboldt County Correctional Facility:

Roving Officers will escort all visitors out of the building, using the appropriate evacuation routes. The Roving Officers will verify the visitor's identification prior to letting them out of the facility. The inmates are returned to their appropriate housing unit and then relocated by correctional staff if the need is determined by the incident commander.

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.

DAY 1: Introduction to time management concepts and the value of good time management skills.

DAY 2: S.M.A.R.T. principles (Specific, Measurable, Attainable, Realistic, and Timely).

DAY 3: Time wasters (e.g. excessive e-mail checking, poor prioritization, disorganization, procrastination, inability to say "no", perfection), Tips and techniques to better manage time (e.g. keep a 'to-do' list, break down large tasks into small tasks, tackle projects early in the day, leave time for unexpected demands), R.A.F.T. productivity plan (Refer, Act, File, or Trash).