

Syllabus for WORK 229 – Time Management

Semester and Year	Fall 2018	
Course ID and Section #	WORK 229 (E6783)	
Instructor's Name	Deva Richards	
Day and Time	T/Sat/Sun 6:30-9:30 p.m.	
Location	Humboldt County Correctional Facility, Eureka, CA	
Number of Credits/Units	This is a non-credit course.	
Contact Information	<i>Office Location</i>	N/A
	<i>Office Hours</i>	N/A
	<i>Phone Number</i>	N/A
	<i>Email Address</i>	deva-richards@redwoods.edu
Textbook Information	<i>Title & Edition</i>	<i>Time Management Simple Book: A Guidebook to Help You Manage Your Time and Get Things Done</i>
	<i>Author</i>	Jason James, David Donaldson, and Joe Allen
	<i>ISBN</i>	9781497467453
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.

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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. For more detailed information, please refer to the Emergency Procedures of the Humboldt County Correctional Facility.

Course Details

This is a non-credit course. Assignments will be graded accordingly; a final grade of "satisfactory" may be awarded to students who attend class, participate, and complete the homework.

Attendance: Attendance will be taken at every class, and students will only be marked present for the portion of the class they attend.

Participation: To be successful, students must participate. Participation means showing up to class on time with all necessary materials and staying until the end of class. Participation also means contributing to class discussions, engaging in class activities, and completing assignments by their stated deadlines.

Homework: One hour of homework is a required part of this course.

Prerequisites/Corequisites: None

Canvas Information: N/A

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Course Calendar

Day 1: Introductions; discuss the value of good time management skills; establish learning goals; define key terms; students identify one thing that they would like to do that they haven't been able to find time for; student self-assessment of time-use in order to determine where their time goes; define and analyze obstacles to effective time-management, including time wasters like excessive use of social media and other screen time, poor prioritization, disorganization, procrastination, inability to say "no," and perfectionism; discuss the roles of self-control and self-motivation in effective time management, as well as techniques to improve those skills; do case studies and other practice exercises related to the day's topics, e.g., analysis of students' self-assessment of time-use in order to identify time wasters.

Day 2: Explain techniques and principles of effective delegation; explain and discuss several time management tips, tools, and techniques, e.g., keep a "to-do" list, prioritize; break down large tasks into smaller tasks; tackle important projects early in the day, leave time for unexpected demands, the S.M.A.R.T. tool, and the R.A.F.T. technique; do case studies and other practice exercises related to the day's topics.

Day 3: Continue with case studies and other practice activities related to the class topic, e.g. role plays, skits, and the application of time-management techniques in the creation of a plan to accomplish a goal; class review and wrap-up; summative assessment, including required assessment of SL0#1 – Describe various techniques for managing time.

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