

EDUC C098N: MANAGING YOUR TIME FOR SUCCESS IN ONLINE COURSEWORK

Item	Value
Curriculum Committee Approval Date	04/22/2022
Top Code	493013 - Academic Guidance
Units	0 Total Units
Hours	6 Total Hours (Lecture Hours 6)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course explores organizational techniques to help students become self-regulated learners in online courses including organization of files, time management, and how to avoid procrastination. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Design a personalized organizational system using time management strategies and tools in order to support success in their online classes.

Course Objectives

- 1. Evaluate how they use their time and whether it is congruent with their values and goals.
- 2. Identify and apply techniques to combat procrastination.
- 3. Deconstruct large projects and papers into smaller, more manageable tasks.
- 4. Design an organizational system that works for them to track daily, weekly and semester-long tasks.

Lecture Content

Understanding your relationship with time Self-reflection on time management skills Awareness of current use of time Monochronic vs. polychronic conceptions of time Multi-tasking vs. single tasking Taking into account context of situation and relationships Focusing on what matters Research-backed ways to improve well-being Prioritization Self-reflection on priorities Organizational tools systems Chunking tasks assignments to make them more manageable Tools: calendars, planners, to do lists and more Creating a time and task management system Semester planning Developing a weekly schedule Daily task management Learning psychology "hacks" Using breaks strategically Awareness and facilitation of brain states Pomodoro technique Combating procrastination Why we procrastinate- knowing yourself Applying techniques strategically The role of social support Evaluation

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)

Instructional Techniques

A variety of instructional techniques will be used for the diverse skill levels and learning styles of the students. These may include lecture, practical skills demonstration, activity-based instruction, class discussions, collaborative learning, and facilitation of personal reflection. Opportunities for live coaching will be provided for students who need extra support.

Reading Assignments

Assigned readings may include textbook excerpts, online lectures, and outside web resources.

Writing Assignments

Writing assignments may include online discussions, short self-reflections, and responses to essay questions.

Out-of-class Assignments

Out-of-class assignments may include performance tasks submitted using the features and functions of the Learning Management System.

Demonstration of Critical Thinking

Students will self-reflect and evaluate how they use their time and whether it is congruent with their values and goals and create a plan to adjust their time management accordingly.

Required Writing, Problem Solving, Skills Demonstration

Students will demonstrate time management skills by designing an organizational system that works for them to track daily, weekly and semester-long tasks. Students will also practice techniques to address one of the most common online learning challenges, procrastination.

Eligible Disciplines

Education: Masters degree in education OR the equivalent. Masters degree required.

Textbooks Resources

1. Required Kwantlen Polytechnic University Learning Centres. Learning to Learn Online, ed. Surrey, BC: Kwantlen Polytechnic University, 2018

Other Resources

1. The Science of Well-Being free Coursera course
2. VIA Character Strengths Survey tool
3. Assignment planner tool
4. Semester schedule
5. Weekly schedule
6. Information about Using Google calendar
7. Guiding questions to choose a task management system
8. Article: How to Stop Procrastinating: Overcoming the Habit of Delaying Important Tasks
9. TED Talk by Tim Urban: Inside the Mind of a Master Procrastinator
10. OEI Online Learning Readiness Tutorial: Online Study Skills and Managing Time
11. OEI Online Learning Readiness Tutorial: Organizing for Online Success