PDS 179 – Time Management CRN 73935

## Instructor: Kathleen Marcove

## Instructor Contact Information

**Email Address:** kmarcove@cuesta.edu

**Phone Number: 805-235-3518**

**Office Location/ Hours:** Virtual or phone meetings available, please contact the instructor to schedule an appointment

## Instructor Contact Expectations:

I welcome your email, text, or call, in fact, I look forward to getting to know you!  And, I am part-time at Cuesta, so I only check my email weekly until the online portion of this course opens up.  In the case is this class, I will check my Cuesta email daily starting on November 30th. Until that time I will check my Cuesta email weekly. If there is something urgent, please call or text.

Also keep in mind that this course is designed to teach professional skills; so, you can contact me any day of the week, but please no calls or texts between 10pm and 6am.  Additionally, please communicate with me in a professional manner, this is a class intended to enhance your professional skills, so I want to experience you practicing your professional communication skills with me.

## Course Environment:

This online course will be using Cuesta’s Web-based Learning Management System Canvas as the method to disseminate information. Canvas provides the framework for the course including accessible videos, links to expert content, PowerPoint presentations, student data files, the tools to receive and send course materials, exams, and a grade book. Using the communication tools, you can communicate using e-mail, and you can share materials and ideas with other course participants via the discussion forums and groups, and I will periodically send announcements to the entire class.

## Scheduling Your Time For This Course NOW!

As a Distance Education course, you will have a 10-day "window" of time to complete this course.  Here is the time frame for Time Management in the Fall of 2020 and how to get started with this class:

1. **After you complete reading this Welcome Letter, find the course on your Canvas Dashboard**.  Start with the Welcome Message, then move on to Module 0. This first module teaches you everything you need to know to be successful in this and most other online courses.  Module 0 also connects you to Cuesta College resources to support your academic success.  If you are familiar with Canvas you will still need to work your way through Module 0 and complete the Quiz and Welcome Activity--your familiarity with Canvas will help you move through the materials faster; but, I encourage you to pay attention, you might just learn something new!  Completing Module 0 is a prerequisite to open up the content modules in the course, so, get going on it now!
2. **The class will officially open up on Monday, November 30th and remain open for work through Thursday, December 10th at midnight.**  There are six module that you will need to complete to pass the course.  Module 5 is a 3-hour LIVE Zoom session of the class held on Saturday, December 5th from 8:00am to 11:00am--this live session is mandatory, so please get this on your calendar now.  You may complete the other modules as time permits but missing the live session will result in an F in the class.
3. **This course is a college level class for credit; so, even though it is taught online, it will take you time to complete, and must be completed in this window of time outlined above.**So, like the live session, please block off at least two-hours per day starting Monday, November 30th to Thursday, December 10th to ensure you make the time to complete the course--I know you will be glad you did!

During the week prior to the Saturday Zoom session, you will access materials through Canvas, read course content, and complete assignments. The live session will include lectures, discussions, in-class assignments, and group work. At the end of the live session, you will receive instructions for the final Action Plan assignment. All course work will be due the Thursday following the live session at midnight. For this course, no late assignments will be accepted except in cases of extreme hardship which will require documented proof for evaluation and approval by the instructor.

## Class Opens / Accessing Canvas:

As mentioned above, prior to the official course window, you must access the course on Canvas to read the Welcome Message and complete Module 0: Getting Oriented To The Course—this is something you can begin now.

You can access Canvas by logging into the [MyCuesta Portal](https://my.cuesta.edu/uPortal) and clicking on the Canvas icon or by typing the Canvas address **(**[**https://cuesta.instructure.com/**](https://cuesta.instructure.com/)) into your browser address bar. Do not bookmark / favorite the canvas site after your login, or you will get an error message next time you try to log in. You must access the canvas log in directly.

If you are not familiar with logging into canvas, please refer to the [Canvas Quick Reference Guide.](https://www.cuesta.edu/academics/documents/distance-docs/Canvas_Quick_Reference_Students.pdf) Once logged into Canvas you will be directed on where to get started. Be sure to read all the direction on the course home page.

If you are having difficulty logging into Canvas prior to the window for the course and need assistance please email me or technical support at this email address: [support@instructure.com](mailto:support@instructure.com)

## Online Learning:

If you have never taken an online class or this is your first experience with Canvas, please be patient with yourself. Online classes are not inherently easier, although they may be much more convenient for many students. You should expect to spend at least as much time, if not more on this course as you would on a course that meets face to face. Since there is only one 3-hour lecture component to the course, much of this time will be self-directed and there will be a substantial amount of reading, viewing, studying, and writing required.

### **Is an online class for you?**

* Module 0 is designed to teach you the Canvas basics that you will need for this course, please start there. However, if want to learn more about Canvas, please go to the [**Cuesta College Canvas Tutorial (self-paced)**](https://www.cuesta.edu/academics/distance/survey.html), there are many resources that were designed to help you understand the concept of an online class and the skills necessary for success. (If the tutorials do **NOT** describe you, then taking this class online is **NOT** for you and I strongly suggest that you drop the online class and enroll in a traditional classroom section.)

## Course Description

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time.

## Student Learning Outcomes

## Upon completion of the course, students should be able to:

1. Describe essential principles and concepts of time management.
2. Complete and interpret a personal assessment in time management.
3. Identify and apply tools and techniques associated with time management.

## Textbook and Materials

* There is no textbook to purchase for this course.
* Supplemental Materials necessary for the class can be accessed in the Canvas course.
  + Technology tools outside the Canvas LMS:
    - Zoom—your instructor will send you a link prior to the live session of the class.
    - [Adobe reader](https://get.adobe.com/reader/)
    - [Microsoft Office for Free (including word and PowerPoint)](https://www.microsoft.com/en-us/education/products/office" \o "PPT free Version resources)
  + Additional Supplies for Course—None except research resources

## Technical Support

Cuesta students are encouraged to direct all technical support inquiries to [support@my.cuesta.edu](mailto:support@my.cuesta.edu). If you are having issues with Canvas, you should contact the Canvas Support Hotline at (877) 921-7680, or click on the help button on the Canvas Navigation to report a problem.

If you are having difficulty viewing the course or logging in, it may be because you are not using the correct URL or you are using your phone or using an unsupported browser. Your learning environment is best accessed from a desktop or laptop computer, using Firefox or Chrome. This may solve your problem! Please review the [browser requirements and minimum computer specifications](http://www.cuesta.edu/student/aboutacad/distance/faqs_technical.html).

## Accommodations:

This course is designed using an accessible Learning Management System, and course materials have been created with ADA compliance in mind. If you have a disability and might need accommodations in this class such as extended time on exams or other resources. Please contact the instructor as soon as possible so that you can receive appropriate accommodations in a timely manner. You should also contact [DSPS (Disabled Student Programs & Services)](http://www.cuesta.edu/student/studentservices/dsps/index.html) at 805-546-3148 or 805-546-3149 (Voice/TDD).

## Student Responsibilities And Communication Expectations:

* There will be no make-up assignments, thus anyone who misses an assignment will receive a zero.
* This is a business class and, as in the real world, deadlines are important! **All** late assignments will receive a lower grade. The instructor may (but not required to) offer a grace period for accepting late work. Assignments received after the stated grace period expires will not be accepted and will receive a zero.
* Students are expected to practice confidentiality related to personal and/or professional information shared during class, as this will encourage participation.
* You have the responsibility to participate to your fullest in all class activities. These activities are designed to help you learn. You may be surprised at how much you learn if participate and have fun. Active and appropriate participation is also a significant part of your grade.
* Much of the learning happens through Discussion Forums between students. It is expected that all students will actively participant and communicate in a respectful and inclusive manner, free of any forms of harassment or foul language.
* During the live Zoom class, students are expected to focus their attention and activities to the subject at hand. Please make arrangements to log on to the Zoom class in a place free of distraction and one where you can interact with the class participants.

## College & Course Policies:

### **Academic Honesty Policy:**

Academic honesty is essential to the learning community we create in this course and at Cuesta College at large. If you are caught being academically dishonest you may receive a failing grade on the assignment in question, be dropped from the class, or be failed in the course. As a result, you may also be subject to disciplinary action outlined in the [**Student Code of Conduct**](https://www.cuesta.edu/about/documents/vpss-docs/StudentConducttrifold-brochure_2017.pdf)**.** *(Please note all students attending San Luis Obispo County Community College District at any district site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in an acceptable manner compatible with the Student Code of Conduct.)*

### **Add / Drop Policy:**

Students are solely responsible for registering/adding classes and for dropping classes within the timeframes allowable on the Cuesta calendar—this is not the instructor’s responsibility. For students registered in classes, Federal and State regulations require online students to participate regularly—**logging in by itself is not** **sufficient.**  Students must submit assignments or attend the Zoom class session as scheduled, and participate in all assigned activities, such as discussion boards, quizzes, and other activities as assigned.

Students who have not completed Module 0 or participated on the first day the course goes live or have missed multiple assignments may be dropped from the course.  **If you have a situation (illness, emergency) that prevents you from participating, contact your instructor immediately.**

### **Add/Waitlist Policy:**

Students are added as space becomes available and in the order they appear on the waitlist.  Please watch your email for notifications. Please review [Cuesta’s waitlist procedure and instructions](http://www.cuesta.edu/student/studentservices/admrreg/arpolicies/Waitlist.html)Bottom of Form

In addition to this policy, please review the Cuesta policy for drops

* [Add Policy](https://www.cuesta.edu/student/studentservices/admrreg/arpolicies/addcourse.html" \o "Cuesta Add Policy)
* [Drop Policy](https://www.cuesta.edu/student/studentservices/admrreg/arpolicies/dropcourse.html" \o "Cuesta Drop Policy)