



Managing your Time Effectively

Academic Learning Centre



**University
of Manitoba**



TRADITIONAL TERRITORIES — ACKNOWLEDGEMENT —

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Common responses

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Overview

- Term schedule
- Monthly schedule
- Weekly schedule
- Time tracking strategy
- Daily to-do lists
- Setting priorities



Term Schedule

- Life events—birthdays, weddings, parties, etc.
- School events—papers, tests, exams
- Other—work, trips, volunteering

**INTRODUCTION TO UNIVERSITY ARTS 1110W
SECTION FOR INTERNATIONAL STUDENTS (L07)
THE UNIVERSITY OF MANITOBA: FALL, 2006**

Instructor: Tim Podolsky
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474-6806
403 Education

Course Web Address: www.umanitoba.ca/webct
(see reverse for login information)

Class Time: Tues and Thurs, 10:00 to 11:15 am. (Slot 5)
Classroom: 129 St. John's College
Writing Workshop: Mon. or Wed, 3:30 to 4:20 pm. (Slot 12)
Workshop: 125 St. John's College
Office Hours: 8:30-11:30 am. Wednesdays
(or by appointment)

Calendar Description

A seminar course designed to help students make the transition from high school to university by imparting the knowledge, skills, and attitudes requisite for success in university study.

Course Objectives

1. To assist first-year students in making the transition to the Canadian university community, and specifically to The University of Manitoba.
2. To provide an orientation of the nature, the functions, and the resources of the University.
3. To provide training in study and learning skills needed for success in university studies.
4. To help develop attitudes and habits needed to succeed in a university setting.
5. To provide a foundation for life-long learning and career success.
6. To help students define goals more clearly and give them tools that can help them achieve their goals.

Required texts

- McWhorter, K.T. (2006). **Study and Critical Thinking Skills in College** (6th ed.). Toronto, Ontario: Pearson Longman.
- Lester, J. D., & Lester, Jr., J. D. (2002). **The essential guide to writing research papers** (2nd ed.). New York, NY: Longman.

Required journal reading

- Wang, Y., Martin, M., & Martin, S.H. (2002). Understanding Asian Graduate Students' English Literacy Problems. **College Teaching**, 50(3), 97-101.
- Grey, M. (2002). Drawing with Difference: challenges faced by international students in an undergraduate business degree. **Teaching in Higher Education**, 7(2), 153-166.

Readings

Students are expected to have a basic understanding of the material to be covered in class by having the relevant chapter(s) read **prior** to class.

Written Assignments

This course fulfils a writing requirement (W), and thus, most assignments will focus on writing. Students are required to complete ALL assignments. In order to assist students with their writing, this course includes a fourth hour per week for an academic writing workshop. This hour will focus on the writing needs of current students.

Exams

The mid-term test will include short answer and long answer questions. The final exam will include short definition questions, applied questions, and a critical thinking essay. Test items will be based on lectures, texts, and class discussions. The date of the final exam is determined by the Student Records Office. Do not make any travel arrangements for this time period until this date is finalized.

Late Assignments

Late assignments will not be accepted unless (a) approval is obtained 24 hours in advance of the deadline, or (b) last-minute sickness or an emergency prevented completion, in which case a doctor's note is required. If you think that you may not be able to complete work on time, please see me as early as possible. Further information concerning assignments may be found on the back of this page.

Academic Integrity

You are encouraged to refer to Section 7.1, page 27 and Section 4.2.8, page 26 of the 2005-2006 General Calendar of The University of Manitoba for policies on plagiarism, cheating, and exam personations.

Value of Assignments

Journal summary and critique (2 copies)*	15
Mid-term Test *	10
Oral Presentation *	10
Research Paper (2 copies)	20
Writing Workshop	10
Library Assignment	5
Final Exam	30
	100

Minimum Performance Requirement: In order to pass the course, you must complete the following: **mid term and final exams, the journal summary and critique, the oral presentation, and the research paper.** In addition, you must **participate in the writing workshop.** Any student not completing any of the aforementioned items will be given a grade of F regardless of the course mark.

Marking Scheme

4.5	A+	95-100	Exceptional
4.0	A	86-94	Excellent
3.5	B+	78-85	Very Good
3.0	B	73-77	Good
2.5	C+	66-72	Satisfactory
2.0	C	60-65	Adequate
1.0	D	50-59	Marginal
0	F	< 50	Failure

Final Grade

Senate Policy #1307 requires a “post-examination of final grades in multi-sectioned courses that will ensure an equitable correspondence between grades and level of performance in all sections”. Accordingly, the final grade distribution for this course may be raised or lowered to achieve such equity and, therefore, your final grade may change.

Details of Assignments

Mid-term Test: This in class test will take place on **October 24, 2006**. The test will consist of defining key terms from the text and lectures and of short and long answer explanations of topics discussed in the text and in class.

Journal Summary and Critique: You will be expected to summarize an article. You may choose between “**Understanding Asian Graduate Students’ English Literacy Problems**” and “**Drawing with Difference: challenges faced by international students in and undergraduate business degree**”. After having read one the articles, you will summarize it and analyze its contents. Your 1000 word summary and critique should be handed in on **October 19th**.

Oral Presentation: You are required to give a 10-15 minute presentation on an academic journal article relevant to your research paper topic. Your presentation should summarize the article, critique the article, and then conclude with a discussion of the value (or lack of value) of the research. The presentations will be given from **October 26th to November 9th** (5 per class).

Research Paper: You are required to write a 2500 word paper on one of the following topics: (1) the goal of a university education, (2) plagiarism and intellectual property rights at the university, (3) equity and accessibility at universities, (4) student health issues on campus, or (5) academic study strategies. These are very broad topics and it is your responsibility to narrow down the topic that you choose. In order to complete your paper on time, most of your reading should be done by the end of September. A one-page outline of the paper including a clear thesis statement must be handed in on **October 10th, 2006**. A rough draft of the paper must be

completed by **November 6th, 2006** so that a peer in class can review the paper. **TWO** copies of the final paper will be handed in no later than **November 16th, 2006**. The paper will be formatted according to the APA style guide discussed in class and will be evaluated for content, organization, and language use.

Writing Workshop: The writing workshop is unique to this section of *Introduction to University*. You are required to attend ten workshops (one per week) scheduled in slot 12. The purpose of this workshop is to practise writing and editing skills to assist you in preparing the writing assignments. The ten marks for the writing workshop are given for successful completion of the following assignments. Please note that the journal assignments are to be done on-line through your WebCT course. Please see me before September 25th, if you are unable to access the course.

WebCT Journal #1	2
Research Paper – Thesis and Outline	4
WebCT Journal #2	2
Research Paper – Rough Draft	2

Final Exam: The Student Records office schedules the final exam for **December 8-21, 2006**. The exact day will be announced in November. Do not make any travel arrangements until this date has been finalized. Because this is a seminar class, it is important for you to attend all classes in order to do well on the exam.

WebCT:

This course outline and other information about your section of 99.111 can be found in WebCT. In addition to some course materials, your marks will also be posted to your WebCT account. As well, some assignments will be run through WebCT, in particular the journal assignments. To access your account, you must first claim your id at: (<https://pasweb.cc.umanitoba.ca/webapp/gu/claimid/>). Once you have done so, you may access the course at **www.umanitoba.ca/webct**. Your login will be the same as your ccu account user id. You will also receive a password, once you claim your id.

ex: podolsk0@cc.umanitoba.ca (ccu account)
ex: podolsk0 (WebCT userid)
ex: r3g7k6 (password)

Once again, you can access your WebCT courses at www.umanitoba.ca/webct, but you must claim your ccu account before being able to do so.



Monthly Schedule

OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
				BIOL 1410 Report due		
13	14	15	16	17	18	19
		ANTH 1220 Midterm				ARTS 1110 Paper due
20	21	22	23	24	25	26
				ARTS 1110 Midterm		
27	28	29	30	31		
ARTS 1110 Presentation						



Weekly Schedule

Track all your activities:

- Job
- Classes
- Studying
- Assignments/projects
- Wellness activities
- Commuting
- Family
- Other



Time Tracking Strategy

168 hours in a week

Sleep	<u>8</u>	x 7 =	<u>56</u>
Hygiene	<u>1</u>	x 7 =	<u>7</u>
Eating	<u>1.5</u>	x 7 =	<u>10.5</u>
Commute	<u>1.5</u>	x 5 =	<u>7.5</u>
Work	<u>4</u>	x 5 =	<u>20</u>
Exercise	<u>1</u>	x 7 =	<u>7</u>
Leisure and other	<u>2</u>	x 7 =	<u>14</u>
Classes	<u>3</u>	x 3 =	<u>9</u>
Study	<u>9</u>	x 2 =	<u>18</u>
TOTAL			149

How many hours are left?

$$168 - 149 = \mathbf{19 \text{ hours}}$$



Weekly Schedule

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5 am							
6 am	WAKE UP AND PREPARE FOR THE DAY						
7 am	BREAKFAST					STUDY	STUDY
8 am	STUDY		STUDY		STUDY		
9 am	CLASS	CLASS	CLASS	CLASS	CLASS	25 minute Study session 5 min Break 25 minute Study session 5 min Break	
10 am							
11 am	STUDY	STUDY	STUDY	STUDY			
12 pm	LUNCH						
1 pm	STUDY	STUDY	STUDY	STUDY	STUDY		
2 pm		CLASS		CLASS			
3 pm	STUDY		STUDY		STUDY		
4 pm	Errands				MEAL		
5 pm	WELLNESS ACTIVITY				WORK		ACTIVITY
6 pm	SUPPER					TIME WITH FRIENDS AND FAMILY	
7 pm							
8 pm							PREP FOR WEEK
9 pm	PREPARE FOR NEXT DAY AND SLEEP						



Daily To-Do Lists

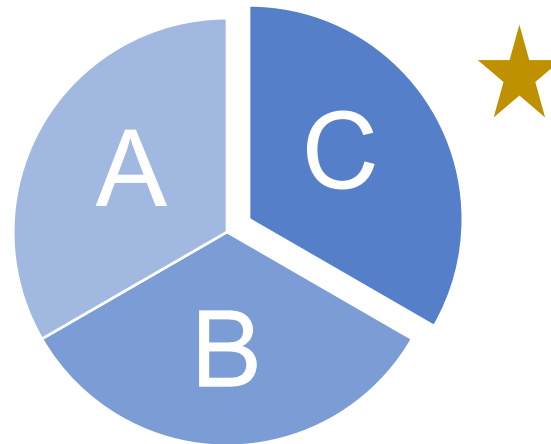


- What do you have to do tomorrow?
- Set your priorities –“first things first”
- Break down large assignments
- Add additional errands and tasks (see doctor, mail letter, pay bill etc.)
- Make sure you check and re-evaluate your list every day



What Are Priorities?

Something that is given prior or special attention or considered more important (Barber, 2001).





How to Prioritise

Covey's to-do-list

Important	1	2
Not Important	3	4
	Urgent	Not Urgent



How to Prioritise

Practical considerations for students

- Consider program and course requirements
- Moderate expectations
 - Consider your values
 - Perfectionism is the enemy of completion
- Be kind to yourself
- Reflect and review



Academic Learning Centre Services



Workshops and
Presentations



Supplemental
instruction (SI)



One-to-
One
tutoring



Tutor
training
program



Website
resources

Academic Learning Centre
academic_learning@umanitoba.ca
204-480-1481



References

- Covey, S. R., Merrill, R. A. & Merrill, R. R. (1994). *First Things First: To Live, To Love, To Learn, To Leave a Legacy*. Fireside.
- Fry, Ron (2000). *How to Get Organized* (2nd ed.). Career Press.
- Longman, D. G. & Atkinson, R. H. (1993). *College Learning and Study Skills* (3rd ed). West Paul Publishing.
- Carnegie Mellon University. (2007, November). *Randy Pausch Lecture: Time Management* [Video]. YouTube.
<https://www.youtube.com/watch?v=oTugjssqOT0>
- Walker, L. J. S. & Schönwetter, D. J. (2003). *Success Secrets of University Students*. Prentice Hall.



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