This course is designed to help students begin to think critically about their own time and provide them with tools to better utilize that time. Time management involves much more than building and maintaining a schedule, though that is an important skill. A large part of time management is enabling ourselves to make the best of our time by managing our energy and emotions, setting priorities and goals, and developing the resilience.

**Course Objectives**

This course is designed to help students:

- Begin to think about time management in a critical and intentional way
- Better understand the relationship between energy levels and time management and how to develop plans around those energy levels
- Identify the reasons for procrastination and explore strategies for preventing procrastination
- Develop skills for constructing a balanced, detailed schedule, assessing that schedule, and making adjustments to optimize that schedule
- Determine and set achievable goals
- Understand the importance of prioritizing tasks
- Monitor their progress in relation to their time management goals
- Begin to develop resilience

**Course Materials**

There is no required book for this course; course materials will be provided in class or posted in Canvas. Students are expected to bring either a laptop or a notebook and writing utensils to complete in-class assignments.
Participation & Attendance
Attendance and participation are important to your success in every course, and in this course, you will have an opportunity to earn points by being present and prepared to work. This course only meets on two days, and students are expected to be present for the full time on each day. Because a significant portion of the grade for this course comes from attendance, participation, and in-class assignments, it will be impossible to pass this course without being present.

Accommodations
If any student has a documented disability and needs special accommodations, I will work with the student and the Office of Disability Services, 315 Student Union (405-744-7116) to ensure a fair and equitable opportunity to perform in this class. Please advise me and the Office of Student Disability Services of your disability at the beginning of the semester and the necessary accommodations will be provided as soon as possible. Accommodations cannot be given retroactively, so please coordinate with the Office of Student Disability Services as soon as you can each semester.

Academic Integrity
Cheating, plagiarizing, and/or any other unethical behavior will not be tolerated in this class. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment or the course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, academicintegrity.okstate.edu for more information.

Assignments
The assignments for this course were all designed to help you take more ownership of and be intentional about your time management. Completing these assignments will not only be important for your success in this course but will also help you be more successful in future semesters, your college career, and beyond. Most of the work for this course will be done in class, but the final project will be completed outside of class and will be due by the Wednesday after our final class meeting.

Grades
<table>
<thead>
<tr>
<th>Attendance and Participation</th>
<th>35%</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class Assignments</td>
<td>35%</td>
</tr>
<tr>
<td>Final Project</td>
<td>30%</td>
</tr>
</tbody>
</table>

Grading Scale
A $\geq$ 90%
B $<$ 90% and $\geq$ 80%
C $<$ 80% and $\geq$ 70%
D $<$ 70% and $\geq$ 60%
F $<$ 60%
UNIV 2510: Final Project
Due the Wednesday after our final class meeting, Worth 30% of final grade

For your final project, you will complete a project that will address one or more of the topics discussed in class, e.g., energy management, procrastination, goal setting, priority setting, etc. This project will be an expansion on in-class discussion or work and should include additional reading, research, and/or reflection. The form this project takes is up to you. This can be a traditional essay, piece of creative writing, PowerPoint or Prezi, video, podcast, drawing, painting, mixed-media artwork or collection of photographs (if doing something less straightforward, it might be good to include a brief explanation of what the work is trying to accomplish).

For this project, you will create a proposal. This proposal detail what topic wish to explore, what avenues you plan to take while exploring, and what form you expect the final project to take. Given the exploratory nature of this project, it is expected that your plan will shift somewhat through the process, but projects that stray too far from the proposal will not be accepted without prior approval from the instructor.

Grading Criteria
An A project will demonstrate a good deal of thoughtfulness and planning.

An A project will be substantial, meaning the project should say something of some significance and demonstrate a good deal of effort.

An A project will also demonstrate attention to detail and will be relatively free of errors.

Potential topics
- An exploration of either your own energy management needs or principles of managing energy.
- An exploration of research about procrastination or of your own procrastination habits
- An exploration of how time management has affected you
- An exploration of future goals or plans for your time management