

Ch. 3 MAJOR ASSIGNMENT: TIME MONITOR

As a college freshman you will have to adjust to a school schedule that is broken up into parts of a day and possibly having different schedules on each or every other day of the week. To get an idea of how you expect your preferences will be you are to choose 15 hours of classes from the list of required courses for the program of study you have selected and obtained the requirements for. You must find the 15 hours of classes in the course schedule booklet provided and display the times and classes on your Weekly Time-Management Schedule Form. Keep in mind that you should not attempt to schedule a difficult class at a time when you are often tired unless it is unavailable at a different time.

Next, use the WEEKLY TIME-MANAGEMENT SCHEDULE FORM and schedule these classes along with a work schedule of 10 to 20 hours per week and time for studying, resting, sleeping, eating, getting ready, traveling, and having fun. Remember that it is often quoted that you should expect to allow study time for 3 times the number of hours you are in a college class. Also, you need to know that classes are normally broken into segments in the daytime so the number of credit hours is the total amount of time in the class each week. The segments are the same length of time, so a 3 hour class could be offered in any of the following combinations:

- ✓ Monday, Wednesday, and Friday for 50 minutes each day
- ✓ Monday and Wednesday for 1 hour and 20 minutes each day
- ✓ Tuesday and Thursday for 1 hour and 20 minutes each day
- ✓ One day of the week for two and a half hours, usually this is only after 4 pm

Most (but not all) college classes are 3 credit hours.

Once you have completed this assignment, turn in THIS SHEET accompanied by the WEEKLY TIME-MANAGEMENT SCHEDULE and your current master schedule on the WEEKLY PLANNING SHEET. You also need to turn in a copy of your college program requirements.

If you have any questions or problems, please let me know.

College 101

Name _____

Due Date _____

GRADING RUBRIC
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Activity	Time Allotment	# Points Possible	Your Score
Class Schedule	15 hours/week Minimum	15	
Work Schedule	10 – 20 hours/week	15	
Study & Homework Schedule	Appx. 40 – 45 hours/week	15	
Eating Schedule	Appx. 3 meals/day & snacks	5	
Resting Schedule	----- <u>(No amount specified)</u> -----	5	
Sleeping Schedule	-----	5	
Getting Ready	---- <u>(at least before activities)</u> ----	5	
Commuting	----- <u>(to and from activities)</u> -----	5	
Time for fun	-----	5	
Weekly Time – Management Schedule Form provided		2	
Weekly Planning Sheet provided (demonstrating current Master Schedule)		2	
Schedule Adjustment And Class Drop Form Provided, correctly and completely filled out		6	
College Program Course Requirement Listing provided and courses selected align with requirement listing		10	
Classes Correctly Scheduled in accordance with Scheduling Form		5	
TOTAL		100	