



Holy Spirit University of Kaslik (USEK)

**Course Syllabus
 Doctoral College
 Fall Semester 2018-2019**

Course Information		
Code: DOC816	Type: Course	Title: Time Management: Strategies, methods and tools
Number of credits: 3		Number of contact hours per week: 20hr
Pre-requisites:		Co-requisites:
<p>Description:</p> <p>This seminar is targeted to assist PhD students to have better self-management and time management skills. It will focus on concepts and tools: basic time management concepts, and then the tools to use for, planning from long-term all the way down to tasks in a given day.</p>		
Schedule Information		
CRN: 15193	Section: E01	
Days/time class meets: M-F/04:00PM – 08:00PM	Location of class meets: Multipurpose Room, USEK Library	
<p>Name of Instructor: Randa Al Chidiac Telephone: +961-900-379 Email: randachidiac@usek.edu.lb Office Hours: By appointment: M-F 10:00 AM – 03:00 PM</p>		
Learning Outcomes		
<p>LO#1 To identify the basic framework of time management LO#2 To identify high-value tasks associated with their personal project and objectives LO#3 To to organize a working day while taking into account the high-value tasks LO#4 To draft a working calendar LO#5 To control Procrastination LO#6 To use available time management tools at various steps</p>		
Course Outline		
Week	Topics	
1	Introduction to self-management & time management	
2	Identify high-value tasks: Goal setting, strategic tacks of my project	
3	Coping with Multiple Deadlines	
4	Understanding and avoiding procrastination and anxiety	
5	Making more hours in the day	
6	Time effective writing strategies	
7	Tools, software, and tips	
8	Creating plans and to do lists	
9	Preparing for your presentation	
10	Planning Your PhD	
Evaluation Criteria		
<p>This course is graded "Pass/Fail". Since the class is "Pass/Fail", there will be no A, B, C, D letter grades...only P or F. Grades will be based on participation and effort in the course.. In class, the weekly topic will be discussed. There will be some class assignments will prepare students for class. Participation in the discussions and completing the assignments is expected of all students and will be factored into the course grade.</p>		

Required Texts	Course Pack prepared by the instructor and posted on E-Learning
Supplemental References	All books found in the Library Catalog under the keywords: time management or project management
Required Materials	

Academic Integrity	
University: The Holy Spirit University of Kaslik (USEK) considers plagiarism a serious form of academic dishonesty	
Cheating	Includes plagiarism, occurs when a student or group of students uses or attempts to use unauthorized aids, assistance, materials or methods. Cheating is a serious educational offense. Plagiarism occurs where a student represents the work or ideas of another person as his or her own.
Plagiarism	Includes: <ul style="list-style-type: none"> ▪ Borrowing the ideas, theories, illustrations, lab data, or language of others, in whole or in part, without properly quoting and citing the source within the text of the paper; ▪ Substantially paraphrasing without acknowledging the source, even though you have used your own words; ▪ Combining your words with substantial phrases from a source that is either not cited or under cited; ▪ Using synonyms to change words within a phrase or sentence derived from another source and then treating the phrase or sentence as if it was your own; ▪ Failing to cite the correct source of a quotation; ▪ Submitting an assignment that does not acknowledge the contribution of co-authors where such acknowledgment would be appropriate; ▪ Submitting an assignment, in whole or in part, that was previously graded in another course, whether or not, the other course was taught at RPI; ▪ Submitting an assignment, in whole or in part, which was purchased from another source.
Turnitin	Electronic means to detect and help prevent plagiarism. By taking this course, all assignments are submitted electronically to Turnitin on the E-Learning platform for textual similarity review by Turnitin. Submitted assignments submitted will be included as source documents in a restricted access database solely for the purpose of detecting plagiarism. Students are required to submit their assignments