

Student Handbook/Time Management Script

Given by instructor	TV/YouTube/Web spot
	Standard Continuous Orientation opening
<p>Have you ever played a sport? Every sport has a rule book. Did you know that Temple College has a rule book, too? The rules for the College are listed in the student handbook.</p> <p>First, do you know you have a legal right to certain information? The student right-to-know is found in the handbook.</p>	[Cut to view of students carrying their student handbooks]
Also, there are multiple maps displayed in the student handbook including parking maps and campus maps.	<p>Student One: I got a parking ticket today. How am I supposed to know all the rules here at TC?</p> <p>Student Two: Do you have a student handbook?</p> <p>Student One: No. I noticed you always have yours.</p> <p>Student Two: Yes. I am new to TC. I want to know the rules, so I carry this handbook to read when I can. The first thing I looked at was the map that shows where I am allowed to park.</p>
<p>There are two different types of calendars. There is a calendar of events that lists all important TC events, registrations, meetings, and holidays.</p> <p>There is also a two page calendar available for every month of the year.</p>	<p>Student Two: Do you want me to show you my favorite part? {Student flips to the calendar}</p> <p>Student One: Wow! Nice. I can write down all my assignments and club meetings.</p> <p>Student Two: Exactly.</p>
Time management is a very important skill that is often overlooked.	<p>Student One: I can't keep track of all the work I have to do! I have 2 tests this week and an essay due. How am I going to get all this work done?</p> <p>Student Two: What time management tools do you use?</p>
If you want to keep track of all of your assignments and due dates, it would benefit you to build a master calendar. List ALL of your assignments for every course on a calendar. Once your assignments are set, examine each task looking backwards from the due dates to schedule time to work on assignments, study for tests, and write papers.	<p>Student One: What do you mean time management tools? What tools?</p> <p>Student One: Well, do you have a master calendar that lists all of your assignments throughout the semester? Do you look at this calendar and work backwards from your due dates scheduling time to complete your work? The work doesn't just magically happen.</p>
	<p>Student Two: Does it have to be a special calendar?</p> <p>Student One: No, just a calendar that shows ALL your assignments and due dates. Then you schedule all of your tasks that you have to do both at home and for school.</p>
List all activities due for the week and rank them in order from most important to least important. Complete assignments based on the priority you place on the task. Identify the assignments you	Student One: You can also prioritize your tasks in rank order from most important to least important, so you can focus your time on the most important tasks.

<p>need to complete. List your priorities for this week, this month, this semester.</p>	<p>Student Two: Well, that sounds easy enough.</p>
<p>Creating a to-do list can be very beneficial to help you keep track of the things you have to accomplish today. List all the tasks you have to complete on a calendar or notebook that you can carry with you. Check tasks off the list as you finish them.</p>	<p>Student One: Another really easy idea is to create a to-do list that shows all the things you need to complete today. Make sure you can carry it with you. You will feel good when you can mark off your completed items as you go.</p> <p>Student Two: I think I can handle these ideas, and I bet the little bit of time I have to spend keeping up with my calendar and to-do list will buy me time throughout my day.</p>
<p>If you need to file a grievance because you do not believe you were treated fairly by an instructor or you want to protest a grade, the grievance procedure is listed in the handbook. In the same tone, disciplinary action is also addressed with a description of disruptive behavior.</p>	<p>Student One: I didn't agree with a grade I received last semester.</p> <p>Student Two: The grievance procedure is outlined in the student handbook as well.</p>
<p>The paper based student handbook is an abbreviated version of the online student handbook, which can be found by clicking on the Student Services link on the right side of the Temple College home page. The online version provides greater detail on policy and procedure that are outlined in the paper based student handbook.</p>	<p>Student One: It looks like I have some reading to do. I better get busy.</p>