



Supporting Students' Project Management Success

As this newsletter arrives on your desktop, you are entering arguably the busiest month of the academic year. Between developing your final exam, grading students' capstone projects, and "covering" perhaps a great deal of additional information in your remaining class meetings, you are likely facing a plethora of responsibilities in your non-teaching life, e.g. preparing to file your income taxes, supporting activities of school age children, etc. The webinar schedule below is designed to help you deal more effectively with these tasks.

Since much of the stress in your teaching is likely a function of students' faulty habits, we suggest that you open your next class meeting with a short time management workshop. This could be one of the most valuable learning opportunities that your students will have the entire term. In addition, it will likely enable you to achieve a higher course completion rate than would have otherwise been the case – a "feather in your cap" in the eyes of your instructional leaders.

On the board, write the remaining class meeting dates in a column along the left margin, and encourage your students to copy your work. In the next column, enter assignments due at corresponding dates, e.g. term paper deadline, final exam. etc. Although none of this information should come as a surprise because it appears on your syllabus, your actions create focus and make the deadlines come alive in students' minds. The next step is the most critical – breaking the assignment down into a series of manageable sub-tasks. If one of the assignments is a final paper, these tasks might be: 1. develop a 3 paragraph concept of the paper; 2. conduct a literature search; 3. draft an outline for the paper; 4. complete first draft; and 5. complete final draft. Using the dates already on the board, schedule these component sub-tasks. Then ask students to make a commitment to these completion dates. Tell them if they do that you will be willing to meet with them briefly, review each completed task and provide feedback, so that progress is initiated and quality of the final project is fostered.

Assuming your idea is well-received – it variably has been in our teaching – encourage students to plan the schedule of their other courses in a similar fashion. Openly ask the entire class for their strategies on concluding their courses effectively. No doubt many winning ideas – some that employ technology tools – will be brainstormed. Take a quick break during which students can attend to physical needs and follow up individually with those making suggestions. Upon reconvening the class, the stress level of your students will have subsided and that focus for the remainder of the class meeting will be greatly heightened. RL

Schedule of Upcoming Webinars: Following please find the webinars that are available now for your registration [see directions in the welcome e-mail that you received from Ray Carpenter, or a FAQs on the AdjunctSuccess.net website]. Note: all times listed are Eastern. A recording of

each webinar is e-mailed automatically to those who 1. Register for it in advance, and 2. Log-in during the session.

Sat., Mar. 28, 9:00 am	Building Your Adjunct Teaching Career
Sat., Mar. 28, 2:30 pm	Bringing Your Course to an Effective Conclusion
Mon., Mar. 30, 8:30 pm	Bringing Your Course to an Effective Conclusion
Sat., Apr. 4, 9:00 am	Bringing Your Course to an Effective Conclusion
Sat., Apr. 4, 2:30 pm	Building Your Adjunct Teaching Career
Mon., Apr. 6, 8:30 pm	Assessing the Effectiveness of Your Teaching
Tues., Apr. 7, 8:30 pm	Building Your Adjunct Teaching Career
Wed., Apr. 8, 8:30 pm	Bringing Your Course to an Effective Conclusion
Thu., Apr. 9, 8:30 pm	Building Your Adjunct Teaching Career
Mon., Apr. 13, 8:30 pm	Managing Examinations Effectively
Tue., Apr. 14, 8:30 pm	Bringing Your Course to an Effective Conclusion
Wed., Apr. 15, 8:30 pm	Building Your Adjunct Teaching Career
Sat., Apr. 18, 9:00 am	Managing Examinations Effectively
Tue., Apr. 21, 8:30 pm	Building Your Adjunct Teaching Career
Wed., Apr. 22, 8:30 pm	Bringing Your Course to an Effective Conclusion
Sat., Apr. 25, 9:00 am	Bringing Your Course to an Effective Conclusion

Important Notice: Since your workload will likely increase markedly during the remainder of the academic year – feedback provided by other members during the two previous years of AdjunctSuccess, we will publish only one monthly newsletter for the remainder of the membership year. Also, through June 30, you will have access to recordings of all 15 of the webinar topics delivered during the academic year. Links to most of these topics appear in e-mails that were sent to you earlier, but if you cannot find a link to a topic that you need, simply contact Richard at lyons@adjunctsuccess.net to receive another.

Additional Resources for AdjunctSuccess members: As mentioned above, a rich set of printable resources is posted at www.AdjunctSuccess.net to help you in critical aspects of your teaching. Also in this secure **Members Only** area is an alphabetized [by topic] compilation of websites, each focused on a teaching or classroom management topic. Explore these resources now, and begin saving preparation time and enjoying your teaching much sooner.

New Feature: For your added convenience, we are now posting a copy of the current issue of this eNewsletter on the home page at <http://www.adjunctsuccess.net>.

Troubleshooting Technical Problems: As with any technology dependent resource, AdjunctSuccess members occasionally experience technical glitches. In most cases, your first step in troubleshooting problems with webinar registration or participation is the help desk of Elluminate, the webinar software that we use. Call 866.388.8674, then select option #2.

Also: Inside the “Members Login” box of the AdjunctSuccess.net home page appears a link to a set of frequently-asked questions [FAQs] to facilitate your use of our resources. Also at the home page, you will see a link to testimonials submitted by our members that might help you better understand the mission, features, and usability of our resources. Please submit your suggestions for either feature to lyons@adjunctsuccess.net.