

Time Management

- Time management is most essential skill you will need
 - often faced with more than one assessment at a time, as well as the requirements of your own job and family life

- You should
 - plan your time - “To fail to plan is to plan to fail”
 - stay in touch with your supervisors

- Staff will give you every assistance
 - Department has open door policy
 - Do email them, or where necessary ring them
 - ◆ they will arrange an alternative time if they are unavailable
 - Natalie Wheatley is first point of contact for admin matters
 - Contact support (by email if possible)

Workload

10 credit module = 100 hours, typically split something like:

- Taught Week at York

- Lectures: 16 x 1 hrs Practicals: 14 x 1 hrs

- Work away from York

- Private study: 30 hrs

- ◆ general “reading around subject”, following up on lectures and practical material

- *lectures merely provide the context for this study*

- ◆ some lecturers provide detailed reading lists – others don't!

- an enhanced capability for *independent* learning and work

- Assessment: 35 hrs

- ◆ typically a few questions, to be answered in a 20 page “report”

- ◆ Done over *about* 6 weeks

Lectures

- What to do
 - Do NOT try to write down everything the lecturer says
 - ◆ make jottings to aid concentration & for future reference
 - Review notes (slides plus your comments) outside lecture
 - ◆ you never know how important that *one* small bit you didn't quite understand will become
 - Do ask lecturer to go over material again
 - ◆ if necessary they will suggest doing it outside of class
 - Do try to follow up *some* material with further reading
- What NOT to do
 - As a result of experiences over ten years etiquette rules
 - ◆ have your mobile phone switched off at all times during lectures
 - ◆ can leave room during lecture but lecturers will NOT tolerate students moving constantly in and out of room and disturbing others
 - Negative Staff - Student interaction during lectures
 - ◆ Abusive behaviour towards staff or other students NOT tolerated
 - line between “robust questioning” and abuse?
 - We encourage discussion in class so PLEASE feel free to ask questions