

# STEM - FIT

FORUM FOR INCLUSIVE TEACHING

09/21/2020

## TIPS AND TOOLS FOR INCLUSIVE TEACHING

### CONCEPT

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**Time Management and Goal Setting** are important metacognitive tasks that relate to how students plan for their learning experiences. In addition to allocating time for studying, they need to think about how to pace themselves for both efficient and effective learning. Setting goals requires they consider what is most important to learn, in addition to organizing their time to accomplish the goals. Helping students “learn how to learn” through activities that promote the development of metacognition is a powerful way to create an equitable learning environment!

### TIPS AND TOOLS

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**TIME MANAGEMENT** | In a recent survey of Sac State students taking an upper division biology class, over 60% of respondents reported time management as their biggest concern for the semester. Providing students with tangible strategies for effective time management is key. One simple tool is an editable calendar. We have attached an example calendar that was used in a course this semester, along with an editable calendar from Calendarpedia that you can download for use in your courses. Finally, when discussing time management, share with your students that studies show people are more likely to complete tasks after creating written to-do lists.

**GOAL SETTING** | DAPPS is a goal setting strategy that can foster motivation, morale, and a growth mindset. DAPPS stands for:

**Dated:** Motivating goals have specific deadlines; thus, students should give their goals tangible dates.

**Achievable:** Students should create goals that are both challenging and realistically achievable, so that they can set themselves up for success. A score of 95% is a realistic goal for some, 82% is realistic for others—it is helpful to let students know that as long as their goal is both challenging and personally achievable, it is a valid goal.

**Personal:** This is about the student’s goal for themselves, rather than anyone else’s goal for them.

**Positive:** Positive goals emphasize what students want to do, rather than what they want to avoid. (“I want to earn 82%”, rather than “I want to avoid failing.”)

**Specific:** Effective goals have specific, measurable outcomes. (“I want to earn 82%,” rather than “I want to earn a B” or “I want to pass.”)

### RESOURCES

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Course Hero article describing Biology Professor Kimberly Mulligan’s use of DAPPS embedded into a time management activity  
<https://www.coursehero.com/faculty-club/classroom-tips/kimberly-mulligan/>

Please visit our new public Canvas site and self-enroll at:  
<https://csus.instructure.com/courses/71792>

Here you will find: A time management self-assessment exercise, editable calendars, goal setting and time management activity, PAL-created document to help students “Maintain a Schedule” while learning virtually.

Refer students to the Commit to Study program in the Center for Science and Math Success for one-on-one mentoring in time management, metacognition and other life-long learning skills.