



CS114

Academic Strategies for the IT Professional

Seminar 2

Agenda

CS114 - Seminar 2

1. Reviewing Rubrics
2. LinkedIn Learning
3. Using Generative AI - Calendar
4. Looking Ahead

Contact Information



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Office Hours: By appointment

Reviewing Rubrics

Quick Tips and Tricks

Reviewing Rubrics

Overview

Be sure to check out these two spots for each assignment to maximize your grade:

- Assignment Details
- Assignment Rubric

Tip: Make a bulleted checklist of each item you see in the assignment details and rubric, consolidate, and use it as your “punch list” to cross off items!

Reviewing Rubrics

Assignment Details

Look in “assignment details” for the Checklist and copy it to a Google Doc

ASSIGNMENT DETAILS

Assignment: Time Management

Outcomes addressed in this activity:

Unit Outcomes:

- Prepare for the week through effective time-management strategies.
- Analyze your current time management.
- Determine causes of stress and effective stress-management techniques.


Course Outcome:

CS114-1: Enhance learning through the use of personal management tools and study strategies.

Purpose

The assignment for Unit 2 will require you to create a calendar for the period covering Unit 2. Your calendar should include at least 12–15 hours per course per week for reading, Discussion Board postings, Seminar, quiz/exam, and assignment completion. At a minimum, you must complete the calendar for your CS114 course.

Assignment Instructions

Download the Unit 2 Assignment template  and complete the following checklist items:

Steps:

- Save the file to your computer, entitling it YourName-Unit2-TimeManagement.
- Make sure to rename the document with your own name replacing “YourName.” Remember where you have saved the file so that you can locate your work later.
- When you have completed your work, make sure to save your document on your computer once again.
- Submit your Unit 2 Time Management file to the Unit 2 Assignment Dropbox.

Checklist:

- Map out your calendar for Unit 2 for your CS114 course and any other courses you are currently taking by indicating at least 12–15 hours for each course for reading, discussion, Seminar, assignments, studying, and quizzes/exams.
- Reflection Item 1: Examine and evaluate by addressing the following items: Did your 12–15 hours per class slip in easily, or did you have to move tasks around and possibly delete or condense some low-priority items? How will that positively or negatively affect your motivation to complete your study responsibilities? What are the areas you would adjust if an unexpected task or event arose? List specific concerns you will work on after seeing your schedule visually, and address the strategies you will use to alleviate the concerns. Why will planning ahead and scheduling school-related tasks help you to better manage your time and stress?
- Reflection Item 2: Drawing from information found in the Unit 2 Reading, list **three (3) strategies** you will use to decrease your stress and strengthen your time management, and explain why you selected each strategy (minimum 2-sentence response for each strategy).
- Reflection Item 3: Reflect upon what you have learned from the calendar activity, and consider why it is important to be aware of the connection between time and stress management. Support and encourage your classmates in achieving success with their calendars by helping them to understand the critical connection between time and stress management (minimum 10-sentence response).

For all items:

- Articulate your responses at a college level and be sure your writing is focused, concise, and organized.
- Use correct grammar, punctuation, and nonoffensive, inclusive, and respectful language.



Reviewing Rubrics

Rubric

Go to Assignments >
The dropbox for the
assignment

Copy all Level III
items into the same
Google Doc

PURDUE GLOBAL CS114 Academic Strategies for the IT P...

Content Discussions Assignments Quizzes Grades More Tools Help

Assignments > Unit 2 Assignment Dropbox

Unit 2 Assignment Dropbox

▼ Hide Assignment Information

Turnitin™

This assignment will be submitted to Turnitin™.

Instructions

Follow the requirements in the Assignment instructions. Save your assignment as a Microsoft Word document (.doc or .docx format) before submitting it to the Dropbox.

▼ Hide Rubrics

Rubric Name: CS114 Unit 2 Assignment Rubric

Print

Criterion 1 (25%)	Level III Max Points 10 points	Level II Max Points 8.5 points	Level I Max Points 6 points	Not Present 0 points	Criterion Score
Criterion 1: Calendar	● Correctly indicates 12-15 hours for the CS114 course.	● Correctly indicates 8-11 hours for the CS114 course.	● Correctly indicates 6-7 hours for the CS114 course.	Does not meet any criteria.	/ 10
Criterion 2 (25%)	Level III Max Points 10 points	Level II Max Points 8.5 points	Level I Max Points 6 points	Not Present 0 points	Criterion Score

Reviewing Rubrics

Setting Up the Google Doc

Take the next 5 minutes to copy and paste requirements from the assignment into a Google Doc to create your “punch list”

LinkedIn Learning

Assignment 2

LinkedIn Learning

Purdue Global has invested in LinkedIn Learning, the leading online learning and development platform for all students. LinkedIn Learning is an on-demand library of instructional videos covering the latest business, technology, and creative skills. It provides personalized course recommendations and is designed to help you achieve your full potential. LinkedIn Learning offers thousands of courses on a wide array of subjects, ensuring that learners can find relevant content for their career goals and interests.

-Purdue Library

Other Academic Services at Purdue Global

ACADEMIC SUCCESS CENTERS

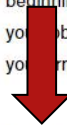
The Academic Success Centers (ASC) provide a network of support for students, including academic online tutoring in writing, math, science, business, and technology. The ASC encourages, guides, and supports all students—including those who may be struggling academically. You can explore what each center offers by using the links below.

- [Learning for Success Center](#)
- [Writing Center](#)
- [Math Center](#)
- [Science Center](#)
- [Technology Center](#)
- [Business Center](#)

CENTER FOR CAREER ADVANCEMENT

- [Career Network](#)


Purdue Global's Career Services team has the experience, knowledge, and connections to help you navigate the job search process. Whether you're just beginning your career, choosing to enter a new field, or hoping to advance in your current position, they will work closely with you throughout every phase of your job search to identify opportunities and help you create effective strategies. Connecting with Career Services' powerful resources and technology can help you turn your academic achievement into professional success.



LINKEDIN LEARNING

- [LinkedIn Learning](#) 

Purdue Global has invested in LinkedIn Learning, the leading online learning and development platform for all students. LinkedIn Learning is an on-demand library of instructional videos covering the latest business, technology, and creative skills. It provides personalized course recommendations and is designed to



In the chat, answer the following:

What was something you either *learned* or *thought about* while watching the clip?

Contents

- Introduction
- Staying organized at work
56s video
- 1. Organize Your Desk Area**
- The power of an organized workspace
1m 32s video
- Purging unneeded items
1m 43s video
- Filing done right
2m 44s video
- Additions to your workspace
1m 57s video
- Chapter Quiz
8 questions
- 2. Calendar**
- The power of a well-organized calendar
1m 33s video
- Review your day the night before
1m 47s video

Staying Organized While Working Remotely or On-Site
Review your day the night before

35,148 | + | ↗


152 active

0:00 / 1:47

1x CC ⚙️ 🔊

Overview Q&A Notebook Transcript

Instructors

 **Madecraft and Amy Fritz**
2 instructors
[Show all instructors](#)

Related to this course

https://www.linkedin.com/learning-login/share?account=21108259&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fstaying-organized-while-working-remotely-or-on-site%2Freview-your-day-the-night-before%3Ftrk%3Dshare_video_url%26shareId%3DVmtK1rKUTdq5r7UVbigAnA%253D%253D



In the chat, answer the following question:

I feel that I can take away the following from these videos:

- a) Nothing (and that's ok)
- b) Review your calendar the night before
- c) Schedule breaks
- d) Schedule time with yourself
- e) Other

Contents

10s video

1. Organize Your Desk Area

The power of an organized workspace

1m 32s video

Purging unneeded items

1m 43s video

Filing done right

2m 44s video

Additions to your workspace

1m 57s video

Chapter Quiz

8 questions

2. Calendar

The power of a well-organized calendar

1m 33s video

Review your day the night before

1m 47s video

Sync your calendars

1m 30s video

Block out time for productivity

1m 59s video

Staying Organized While Working Remotely or On-Site

Block out time for productivity

35,148

+

↻

152 active

10

10

⏮

⏭

0:00 / 1:59

1x

CC

⚙

🔊

⛶

Overview

Q&A

Notebook

Transcript

Instructors

Madecraft and Amy Fritz

2 instructors

Show all instructors

Related to this course

Certificates

Show all

https://www.linkedin.com/learning-login/share?account=21108259&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fstaying-organized-while-working-remotely-or-on-site%2Fblock-out-time-for-productivity%3Ftrk%3Dshare_video_url%26shareId%3DVmtK1rKUTdq5r7UVbigAnA%253D%253D



Block some 'study time' on your calendar right now within the next 7 days. When you are done, give a thumbs up.

Using Generative AI - Calendar

Assignment 2



Important Notice:

Purdue Global supports the use of generative AI tools (such as ChatGPT) to assist with brainstorming and idea development in your studies. You may also cite AI-generated content where appropriate. However, all submitted work must be your own. Failure to comply with this policy may result in academic disciplinary action.

From last time...

ChatGPT Instructions

Please be prepared to use ChatGPT or similar tool to help with seminar 2 and your future studies. Instructions for setting up your own account is below:

- **Go to the website:** <https://openai.com/index/chatgpt/> (for ChatGPT)
- **You can use this service for free, but you may eventually be asked to sign up for an account.**
- **Other AI you may want to try:**
 - CoPilot (I find this pretty similar in functionality to ChatGPT, though it can't render Python code where ChatGPT can)
 - Gemini (good for searching)
 - Claude (better for math and coding)
- **Different AI are optimized for different tasks, so you may want to experiment to find the best one for what you need**

Brainstorm our class calendar

ChatGPT

We will create a class calendar in ChatGPT and look at a way to get started with the assignment. In the Chat, indicate one example activity that may be on your calendar and how long it will take to complete. (Example: Run outdoors - 1 hour)

Brainstorm our class calendar

ChatGPT

Now what we'll do is take these suggestions and put them into ChatGPT.

For our purposes of the demonstration, we'll assume 10am-2 am are the waking hours of the day.

We will start with the following text:

What to generate

Output

Requirements

Help me generate a weekly calendar in a table format that starts on Wednesday, with the waking hours of 10am-2am (sleeping 2am-10am), and help me find where I can fit in the following activities:

We will then paste in the suggestions you have provided and see what it generates

Brainstorm our class calendar

ChatGPT

Memory Full ⓘ



Help me generate a weekly calendar in a table format that starts on Wednesday, with the waking hours of 6am-10pm (sleeping 10pm-6am), and help me find where I can fit in the following activities: dinner every day for 30 minutes, exercise 1 hour every day, study 15 hours in the week, work monday-friday 8am-5pm, 7pm seminar on wedensdays for 1 hour



Here's a table for your weekly schedule starting from Wednesday, with your available waking hours (6am-10pm). I've included your specified activities and made sure to allocate the 15 hours of study time across the week, along with your work, exercise, dinner, and seminar commitments. Adjustments can be made based on your preferences!

Weekly Calendar: Wednesday to Tuesday

Time	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
6:00	Exercise	Exercise	Exercise	Exercise	Exercise	Exercise	Exercise
7:00	Breakfast/Prep	Breakfast/Prep	Breakfast/Prep	Breakfast/Prep	Breakfast/Prep	Breakfast/Prep	Breakfast/Prep
8:00	Work	Work	Work	Study	Study	Work	Work
9:00	Work	Work	Work	Study	Study	Work	Work
10:00	Work	Work	Work	Study	Study	Work	Work
11:00	Work	Work	Work	Study	Study	Work	Work
12:00	Lunch	Lunch	Lunch	Free Time	Free Time	Lunch	Lunch
1:00	Work	Work	Work	Free Time	Free Time	Work	Work
2:00	Work	Work	Work	Study	Study	Work	Work
3:00	Work	Work	Wo. ↓	Study	Study	Work	Work
...



Message ChatGPT



Looking Ahead

For next seminar

Next time

Seminar 3

We will review **Unit 3 Learning Activities**.

If you want to get ahead, feel free to read this section; although we will cover all the material in class.

The LASSI (Learning and Study Strategies Inventory) is a diagnostic tool designed to assess students' awareness and use of learning and study strategies. It evaluates ten different areas related to skill, will, and self-regulation components of strategic learning. These areas include aspects like information processing, test strategies, motivation, and anxiety. The inventory helps identify strengths and weaknesses, providing insights for improving study habits and academic performance. You can learn more about it [here](#).

THANK YOU

Questions? Please contact me:

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