

ADDITIONAL RESOURCES

MANAGING YOUR TIME

College courses move more rapidly than high school, and you will be asked to do much more independent reading and research than you are familiar with. Managing your time well from the beginning of a project will help you avoid scrambling to complete your work before the deadline. Here are some strategies for managing your time before and during the research process to help keep you on track.¹

Make a to-do list and prioritize tasks

Creating a To-Do List at the beginning of the research process helps you to organize and visualize the different tasks that you need to complete. Creating a [prioritization chart](#), like the one below, can help you to prioritize your tasks, so you know which tasks need to be completed first and which can wait until later.

	Urgent	Not Urgent
Important	Do Right Away (first) <ul style="list-style-type: none">• Complete biology homework due tomorrow• Oil change due	Plan to Do ASAP (second) <ul style="list-style-type: none">• Continue conducting research for paper due in one month• Exercise
Not Important	Schedule Later or Delegate (third) <ul style="list-style-type: none">• Schedule study abroad meeting• Re-write club by-laws	Dump or Postpone (fourth) <ul style="list-style-type: none">• Watch Netflix• Play video games

Set short-term and long-term goals

Setting goals gives you something to work towards and can help you to know what kinds of tasks need to be on your To-Do-List. Setting manageable short-term goals can help make the long-term goals seem more achievable. Try setting different types of goals to see what works for you: daily, weekly, monthly, or even semester-long goals. Leave room for changes, in case things don't go as planned.

Break down tasks

Break big tasks into smaller, more manageable tasks. This will help you to achieve your short- and long-term goals without getting overwhelmed. For example, if you are conducting research on the impact of the HIV/AIDS epidemic on minority populations, the task “complete research” is too big and time-consuming to manage as one. Instead, break it into smaller steps, such as “search/identify three sources,” “read three sources,” and “synthesize the learning from the readings.”

¹ The information for this section on time management comes from the following source: “Time Management,” Purdue University Undergraduate Research, accessed February 1, 2018. https://www.purdue.edu/research/Ugrad/lnresources.php?opt=time_management#time_management or https://www.purdue.edu/research/Ugrad/docs/scripts/Time_Management.pdf.

Organize your time and create habits

Organize your time by dedicating specific hours each week or day to a specific task. For example, for a big research project, you might dedicate an hour every day, ideally at the same time each day, to completing the different research tasks. Consider what your A Time and B Time are. A Time is the time(s) of the day in which you are most productive. B Time is when you are least productive. For example, some people find that they are most productive in the mornings. That would be their A Time.

Knowing what your A Time and B Time are can help you to determine when would be good times to dedicate to specific tasks.

Having a designated location as your work space can also help you to remain focused because your brain knows, “this is my work space, not my space to watch Netflix and scroll through Facebook.” There are many campus locations, in addition to places in your living space, that make for excellent work areas. Student favorites include the study alcoves in the upper floors of Hale Library, the Academic Resource Centers in Derby and Kramer Dining Centers, and quiet spaces in their departmental buildings. Try a few until you find a place that works best for you, keeping in mind the accessibility (is it easy to get to?), low-traffic to limit distractions, electrical outlets for charging phones and laptops, and any other necessities for you to be successful.

REFLECTION ACTIVITY

An Activity Log¹ is a written record of how you use your time. Creating an Activity Log can help you evaluate how you spend your time and determine what your A Times and your B Times are. For an Activity Log to be effective, you will need to track your activities across several days.

To keep an Activity Log, document the date and time, activity description, how you feel, duration, and the value (high, medium, low, none). Log this information for each new activity, such as responding to emails, reading for class, or watching Netflix. After a few days of logging your activities, you can review the results using the following questions:

1. At what times of the day do you seem the most productive?
2. At what times of the day do you seem the least productive?

With this information, you can begin to create a schedule of tasks to maximize your productivity.

¹ https://www.mindtools.com/pages/article/newHTE_03.htm

Avoid procrastination by taking breaks

If you are finding it hard to focus and get work done, sometimes it is good to take a small break. Go for a walk, watch an episode of a TV show, or have a snack. Allowing your mind to take a break can help you to stay focused when you return to work. Don't force yourself to work for hours until something is done. You will be more successful if you take regular breaks.

Commit to your goals

Tell your family or friends your goals for the week. Having to tell them that you didn't complete your work can be undesirable, which can help to keep you from procrastinating. Or, if you feel your family and friends won't be as motivating, ask a mentor to track your goals.

Review your progress

As you work, it can be helpful to periodically, perhaps every week, re-evaluate where you are and what still needs to be done. This will allow you to adjust your To-Do List, goals, and prioritization as needed.

Think about how you normally manage your time. What areas do you seem to struggle with? Being aware of the areas in which you struggle, can help you to determine which time management strategies will be most useful for you. Additionally, eating right, exercising, and getting plenty of sleep will keep you healthy. These habits make it much easier to remain focused when you are trying to complete tasks.



ADDITIONAL RESOURCES FOR K-STATE STUDENTS

Below are resources—both on campus and online—to assist you in the process of becoming a successful college student at any point in your journey. Remember that successful students clarify confusion and manage their learning. Each of these on-site campus resources can help you in this process.

Counseling Services and the College Learning Effectiveness Inventory (CLEI)

The [CLEI](#) is the College Learning Effectiveness Inventory. It will provide you with individualized feedback on your personal “success factors,” such as academic self-efficacy, organization and attention to study, stress, college involvement, emotional satisfaction, and class communication.

Academic Coaching in the Academic Achievement Center (AAC)

[Academic Coaching](#) is a free service offered to all K-State students. Professional team members meet with students one-on-one to support them as they identify and reach academic goals, develop study and life skills, overcome challenges, and find motivation and purpose.

Holtz Hall Tutoring Center in the Academic Achievement Center (AAC)

[Tutoring](#) is a free service offered to all K-State students. Holtz Hall offers tutoring services for nearly 150 courses with peer tutors who have excelled in the course. They offer a wide variety of formats ranging from scheduled appointments to walk-in tutoring, in convenient locations including the residence halls.

The Writing Center at K-State

The [Writing Center at K-State](#) is a free resource to all students. The Writing Center has trained peer consultants that can discuss one-on-one at any stage of the writing process. In these appointments, you can discuss your project, your concerns, and any questions you may have. Consultants provide feedback through collaborative learning to help increase students’ confidence, proficiency, and ownership in writing. The Writing Center also offers online appointments, where you can upload your work (up to eight pages) and receive written feedback within 48 hours.

To make an in-person appointment with the Writing Center, go to the Writing Center’s home page and click “Make an Appointment” or go to this direct [link](#). From there, you can log in and make an appointment, using the online portal. If you do not have an account yet, you will first need to create an account, by clicking on “Register for an account.” Once you have created an account, you can go to the schedule to find a time and consultant that works for you. Any of the white blocks on the schedule are open for you to make an appointment. Click on the block, fill out the required information, and click “Save Appointment.” You will receive a confirmation email once you have created an appointment. Pay attention to the location of your appointment, as not all appointments are located in the Writing Center (ECS 122D) and are rather in satellite locations across campus. Appointments can be modified once they

have been made by logging in and clicking on your already created appointment, which will now be an orange block. The Writing Center also offers walk-in appointments, as consultants are available.

To make an online appointment, select the online schedule from the menu at the top. The process for creating an online appointment is the same as an in-person appointment. Once you have created your online appointment, make sure to upload the file you would like the consultant to review.

If you have questions or need help creating an appointment, you are always welcome to stop in the Writing Center during normal hours and a peer consultant can help you. You can also contact the Writing Center via email at writing@k-state.edu or during normal hours by phone at (785) 532-0842.

Purdue OWL

Purdue OWL is an online resource that is incredibly useful for writing. Purdue OWL provides guides for [APA](#), [MLA](#), and [The Chicago Manual of Style](#) writing, including formatting, style, and citations. For the different styles, Purdue OWL will provide a description along with an example, which makes this resource easy to follow and easy to use. For example, if you have a question about how to cite a source with multiple authors, Purdue OWL will provide the specific directions and an example so that you can see how to use the style properly. Purdue OWL also provides sample papers for the different styles, with commentary throughout, so that you can see how the style works holistically.

Purdue OWL also provides a guide for [grammar](#). The grammar page of Purdue OWL walks through numerous grammar rules, providing examples to illustrate how the rule works. If you have a question about grammar, the Purdue OWL grammar site may be a great place to start. In addition, Purdue OWL provides information about [academic writing](#). Here, you can find information about establishing arguments, being concise, sentence variety, and much more.

While Purdue OWL may not answer every single question you have about specific writing styles or grammar, it does address many common questions and can be a great place to start looking when you have a question. For questions that are not answered on Purdue OWL, you may need to consult the official style handbook or another grammar resource. Information about the online handbooks for APA, MLA, and The Chicago Manual of Style (the three most common styles) are located below. If you have questions about a different style, your professor may know where you can find that information.

APA online handbook

The APA Style website provides an [FAQ](#) page where the most common APA style questions are answered. This page provides examples of how to cite a variety of sources. Unfortunately, some of the answers require you to have access to the official APA Handbook, so this online resource is not as comprehensive as Purdue OWL may be. If you need a physical handbook, you can request one from the [K-State Library](#).

MLA online handbook

The [MLA Style Center](#) is another online resource. Because this information comes directly from MLA, it will have the most accurate and up-to-date information. However, their website is not as user-friendly, so it may be more useful to use Purdue OWL for more basic questions. The MLA Style Center, however, can be useful if you have very specific questions that are not answered on the Purdue OWL site. The MLA Style Center offers a quick [Works Cited Guide](#) and a practice template that you may find useful. The website also provides an [FAQ](#) page where you can see questions other users have had and ask your own questions. The FAQ page may be useful for specific questions that you have, as you can search the list of questions people have asked.

The Chicago Manual of Style online handbook

[The Chicago Manual of Style](#) provides a [Citation Quick Guide](#) and a [Questions and Answers](#) page that you may find useful. As with the MLA Style Center, The Chicago Manual of Style website is not as user-friendly as the Purdue OWL website, so you may find it easier to start with Purdue OWL.

K-State Library databases

K-State Libraries has numerous [databases](#) that you can use to assist with research when writing. Chapter 8, which discusses research strategies, provides more information on K-State Library databases and other strategies and resources that you can use.

Additional writing resources

There are numerous resources online that you can use to assist in the writing process. The [Harvard Writing Center](#) has extensive resources that may be useful, from understanding assignment guidelines to essay structure to brief guides for writing in specific disciplines. Amherst College's [Online Resources for Writers](#) page also provides numerous links to resources and other sites that may have useful information.

GLOSSARY OF TERMS

AAC—Academic Achievement Center	Provides support services and resources to help students succeed, including student success courses, tutoring, supplemental instruction, and academic coaching.
Academic Year	The school year running from fall to spring. Most U.S. universities' academic year begins in August or September.
ACC—Assistant Community Coordinator	ACCs are graduate students who live in the residence halls and assist the full-time Community Coordinators. They help with the day-to-day operations of a residence hall. They often meet one-on-one with RLAs, act as mentors, and help RLAs with programming in the halls.
Advisor	Person within your department or college that is available to help you make course enrollment decisions and plan for graduation.
Alumni	The group of people that have previously graduated from the same college or university.
Associate's Degree	Degree awarded to students who graduate from community college, usually after two years of classes.
Audit	If an instructor allows you to audit their course, you will be able to attend the class and learn the material, but will not receive credit and will therefore not be graded. Requirements for auditing a course vary for professors.
Bachelor's Degree	Degree awarded to students who graduate from a four-year college or university. Bachelor's degrees are usually awarded after four years of classes, but can take up to five years depending on the degree.
Canvas	Canvas is a learning management system, accessed through KSOL. On Canvas, you can view any files your professor has uploaded, view and submit assignments, email your classmates or professor, and much more. Online courses are taught primarily through Canvas.
CAT Cash	A pre-paid, declining balance debit account connected to your Wildcat ID card. Used only for purchases on the K-State campus.
CAT—Connecting Across Topics Communities	CAT Communities connect students with similar interests through two regular courses and a one-hour connections course. Four types: residential, interest-based, pre-professional, study abroad.

CC—Community Coordinator	CCs are full-time professionals who live in the residence halls and oversee hall staff and day-to-day operations of the hall. They mentor RLAs and help with programming in the halls.
Co-curricular/Extracurricular activities	Lectures, field trips, out-of-classroom events. These can include field trips to the K-State Research farm, visiting a physical therapy office, attending a lecture as a class, or going to Call Hall to get ice cream and connect socially.
Commencement	The official title of the graduation ceremony.
Connections Course	The one-hour class that connects the two larger lecture courses in a CAT Community. Usually categorized as a DAS 195 class, but GENAG 200, BAE 101, and LEAD 195 are also used.
Counseling Services	Counseling Services, currently located on the second floor of the English and Counseling Services building, provides counseling services to students for various needs. Students can receive decision-making, skill building, and mental health support. The first four visits to Counseling Services are free to all students.
Course Catalogue	A catalogue or list of the courses offered by a university.
Course Number	The number associated with a specific course, such as History 101. This number will be needed in order to enroll in the course.
Course Policy Statement/Syllabus	Course policy statement and syllabus are used interchangeably. This refers to the list of policies that guide the course, including attendance policies, expectations of the course, and the instructor’s office location and office hours.
Credit Hour	The number of hours assigned to a class, which often reflects how many hours you will spend in that course per week. The number of credit hours you take in a semester will determine whether you are a full-time or part-time student.
Cumulative	Often used in terms of an exam. If an exam is cumulative, it will cover all of the material covered in the course up until the exam.
Dead Week	The week before finals week. Referred to as “dead week” because some colleges and universities cancel all classes the week before finals so that students can study, essentially making campus “dead.” However, many colleges do not cancel classes during dead week.
Doctorate	The highest degree available. Students must receive a Bachelor’s degree before they can earn a doctorate. Depending upon the field, students may or may not earn a Master’s Degree before they earn their doctorate.

Drop/Add	During enrollment and the beginning of a new semester, many students add and drop classes. To add a class is to add a class to your schedule. Dropping a class removes a course from your schedule.
ECS—English and Counseling Services	Located west of Hale Library, ECS houses K-State’s English Department and Counseling Services.
eID	Your K-State username, used to access saved applications, enroll in classes, accept financial aid, sign into K-State email, view online paychecks, access student financial records, access Canvas, and much more.
Elective	A course that you elect or choose to take, usually outside of your major. Electives are usually taken to fulfill general education requirements, to fill extra credit hours, or just for fun.
FAFSA	The Free Application for Federal Student Aid. The FAFSA must be completed each year in order to receive need-based aid from the government, such as the Pell Grant or work-study awards.
Financial Aid	Money you receive for college tuition or college expenses. Some financial aid must be paid back, such as loans, while other forms of financial aid, such as grants or scholarships, do not need to be paid back.
Fraternity	A social organization of men, often organized around a common interest, such as a major or a religion. Some fraternities are more general and function more as a group where you can get involved and meet new people. Fraternities often have philanthropies that they raise money for, in addition to participating in service, social, and academic activities. Some fraternities are co-ed (co-ed fraternities will likely not have a house to live in).
Freshman	First-year college student. Some students start college with enough college credits to be considered Sophomores in their Freshman year.
Full-Time Student	Students enrolled in a minimum of 12 credit hours each semester. The number of credit hours required to be considered full-time may vary by university.
FYS—First Year Seminar	Large lecture classes are capped at 22 students. Professors who enjoy teaching first-year students use interactive learning techniques to teach content. All of the FYS classes fulfill K-State 8 requirements.

General Education (Gen Ed) Classes	General Education courses are the courses outside of your major or minor that you are required to take in order to graduate. At K-State, these courses are referred to as the K-State 8. The K-State 8 areas include Aesthetic Interpretation, Empirical and Quantitative Reasoning, Ethical Reasoning and Responsibility, Global Issues and Perspectives, Historical Perspectives, Human Diversity within the U.S., Natural and Physical Sciences, and Social Sciences.
GPS—Guide to Personal Success	K-State First’s mentoring program. First-year students are matched with a professional at K-State (professors, grad students, staff members, etc.) and meet at least three times a semester.
Grade Point Average (GPA)	On a four-point scale, the average of the grades you have received in all of the courses you have taken.
Grant	A form of financial aid that does not need to be re-paid. Many grants come from the government.
Greek	Fraternities and Sororities. The use of “Greek” or “Greek System” is being phased out by many colleges and universities as the term is confusing for many international students.
HDS—Housing and Dining Services	HDS oversees all of the residence halls and dining centers on campus. While HDS works most closely with RLAs, HDS and K-State First work closely together to hire, train, and support all of the learning assistant staff.
HRIS	If you have a campus job, this is the portal (through KSOL) where you can access information about your job, including your salary, and it is where you would record your hours for that job.
Internship	A temporary job, paid or unpaid. Internships are often taken in your specific field or major. Some universities will allow you to receive college credit for your internship.
Intramurals	A sport organized by the university that is not the official university team and does not play against other school teams. Intramural sports have different teams of students across campus who then play against each other.
J Lots	Parking lots designated for Jardine Terrace
Junior	A third-year college student.
K Lots	Parking lots designated for government/state vehicles
KSBN—K-State Book Network	The university common read program; every incoming freshman receives the same book and is to read it over the summer.

KSF—K-State First	The university’s first-year experience program that oversees CAT Communities, First-Year Seminars, GPS, and KSBN. Our office is in Holton Hall 014. Please come and see us!
KSIS	The online portal, accessed through K-State Online (KSOL), where you can enroll in classes, view your student bill, apply for graduation, and complete other requirements.
KSOL—K-State Online	The online platform through K-State that provides you access to KSIS, HRIS, Canvas, and your Webmail. To access KSOL, just go to the K-State homepage and click “sign in.”
LA—Learning Assistant	An upper-level student who has already taken one of the larger lecture courses. They help students in and out of the classroom.
Loan	Financial aid that must be re-paid. Loans can come from the government or from private banks.
Major	The major concentration of your college career, the courses or degree you focus on. For example, if your major is biology, you will take more biology classes than other courses.
Master’s Degree	A degree awarded to graduate students. This degree must be completed after the Bachelor’s degree and often requires a minimum of one year of study, often more.
Minor	The minor concentration of your college career. If you have a minor in history, you will take more history classes than other classes, but not as many as you would if you majored in history.
Non-Resident	A student who is not an official resident of the state in which the public university is located. Tuition for resident students is cheaper at public universities than tuition for non-resident students. Sometimes called out-of-state.
O Lots	Parking lots designated for commuting students
Office Hours	The hours during the week that a professor will be available in their office to meet with students. Office hours vary for professors, but are generally considered walk-in, so it is not necessary to have an appointment to stop by. However, many professors are available outside of office hours, so long as you make an appointment.
Old Stadium/Welcome Center	The Berney Family Welcome Center is located in what is sometimes referred to as the Old Stadium, which is across the street from the parking garage. The Welcome Center houses the university’s New Student Services and the Career Center. Sometimes events or guest speakers will be located in the Welcome Center as well.

Online Classes	Courses taught primarily online through the University online system. K-State online courses are taught through Canvas.
Part-Time Student	A student enrolled in fewer than 12 credit hours during the semester. Many non-traditional students and students who work full time, enroll as part-time students.
Powercat Financial	Trained financial counselors, offered through K-State, who can provide free information and education to current enrolled K-State students. Topics include budgeting, credit use, student loan planning and repayment, saving, managing debt, transitioning to work after college, understanding job offers and employment benefits, and identity theft.
Prerequisite	A course required before a secondary course may be taken. For example, Spanish I is a prerequisite for Spanish II (meaning you have to take Spanish I before you can take Spanish II).
Private University	A university that is privately funded, often by alumni and donors. Tuition for private universities is the same for all students (before scholarships and grants).
Public University	A public university is funded by the state government in which the university lives. Tuition is thus cheaper for students who are residents of that state.
R Lots	Parking lots designated for residence halls
RCC—Residential CAT Community	CAT Community where students live in the same hall or complex together as well as take classes together.
Resident	A student who lives in the state where a public university is located. Requirements to qualify for residency vary by state, but often requires your permanent residence to be in the state for a minimum of a year (possibly more). Sometimes called in-state.
Scholarship	A form of financial aid that does not need to be re-paid. Scholarships can be awarded based on a variety of criteria, including merit or financial need.
Semester	A way to break up the academic year. Universities that have semesters often have a fifteen week fall semester and a fifteen week spring semester (in addition to a shorter summer term). Courses often run semester long, with new courses starting at the beginning of a new semester.
Senior	A fourth-year college student
Sophomore	A second-year college student

Sorority	Similar to fraternities, sororities are a social organization of women, often organized around a common interest, such as a major or religion. Sororities also raise money for philanthropies and participate in service, social, and academic activities.
Student Life	Provides support services to students to help promote student success in the classroom and life. Support services include crisis assistance, critical incidence response team, student of concern services, campus safety, student code of conduct, student legal services, off campus housing support, and more.
T Lots	Parking lots designated for faculty/staff and commuting students
Teaching Assistant (TA)/Graduate Teaching Assistant (GTA)	A Teaching Assistant, usually an undergraduate student who has taken the course previously, assists an instructor in a class. Responsibilities of a TA vary depending on the department and professor. Graduate Teaching Assistants are graduate students that also assist with a class. Some graduate students also teach courses on their own.
Term	The length of time you take a class. Many universities use semesters for their term length. However, some use quarters, breaking up the academic year into fourths, while some use trimesters, breaking the academic year into thirds (excluding the summer term).
The Rec	The Recreation Complex on campus, located north of the Jardine apartments next to the Tennis Stadium. The Rec offers various fitness services, including access to gym equipment, a pool, intramural sports, a climbing wall, group fitness classes, and much more.
Transcript	An official record of the courses you have taken, the grades you received, and the time you spent at a college or university.
W Lots	Parking lots designated for faculty/staff
Webmail	The K-State email portal, which can be accessed through KSOL.
Withdrawal	Withdrawing from a course. There are deadlines for the university to withdraw from a course (stop taking the course) before a Withdrawal (W) will be placed on your transcript to designate that you started the class, but never finished. Withdrawal may also refer to withdrawing from the university, as in you stop attending classes and are no longer an enrolled student.

Work-Study	Part-time work offered by the university as part of your financial aid package. Money earned goes towards tuition or other college expenses.
Writing Center	The Writing Center collaborates with writers to help students become better writers. More information on the Writing Center can be found in section #.
Y Lots	Parking lots designated as restricted
Z Lots	Parking lots designated for any valid KSU parking permit except for LR (Life and Rec)



K-STATE FIRST