

Assuming you

1. Start writing on day 1 of week 20 and don't work on weekends
2. Use two days for review, revision and the cover sheet,

**FY-RTS-3**

**2017**

**You have 20 days to complete the portfolio i.e. two days for each page you write**

	Monday	Tuesday	Wednesday	Thursday	Friday	
10/5			1	2 Lecture: writing as a thinking tool Task: Plan work	3 Lecture: writing as a thinking tool Task: Plan work	Read through the week 1 notes, start the draft portfolio
W19 Watch week 1 videos before the next class	6	7	8 Make sure you are prepared for the lecture	9 Lecture: reflecting on learning	10 Lecture: reflecting on learning	Work on the evidence first
W20 "Blurting" exercises can help you write	13	14	15	16 Online lecture: progress & attention	17 Online Lecture: progress & attention	Find time for "wordless recreation"
W21 Schedule your time for work and play	20	21	22	24 Lecture: exam results & action plans	26 Lecture: exam results & action plans	Focus on completing your draft
W22 Have a copy for you or a friend to review	28	1	2	3 Peer review & critical evaluation	4 Peer review & critical evaluation	Make final changes to draft
W23 Wednesday B13, student office 12.00 noon Hand in	7 Complete and <b>print</b> the hand in version in good time	8 There are no penalties for handing early ☺	9 Hand in <b>paper</b> version 12.00 noon	10	11	Finish and relax
<b>Note</b>	<b>Days before deadline</b> Starting from the beginning of week 2 = 22.5		<b>Complete your draft for review</b> By the Thursday or Friday of the week prior to hand in		<b>Complete and hand in</b> Five matching evidence and reflection sections - plus cover sheet	