

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	
			<b>1</b>	<b>2</b>	<b>3</b>	Read through the week 1 notes, start the draft portfolio
				Lecture: writing as a thinking tool Task: Plan work	Lecture: writing as a thinking tool Task: Plan work	
<b>W19</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	Work on the evidence first
Watch week 1 videos before the next class			Make sure you are prepared for the lecture	Lecture: reflecting on learning	Lecture: reflecting on learning	
<b>W20</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	Find time for "wordless recreation"
"Blurting" exercises can help you write				Online lecture: progress & attention	Online Lecture: progress & attention	
<b>W21</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	Focus on completing your draft
Schedule your time for work and play				Lecture: exam results & action plans	Lecture: exam results & action plans	
<b>W22</b>	<b>27</b>	<b>28</b>	<b>1</b>	<b>2</b>	<b>3</b>	Make final changes to draft
Have a copy for you or a friend to review				Peer review & critical evaluation	Peer review & critical evaluation	
<b>W23</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	Finish and relax
Wednesday B13, student office 12.00 noon Hand in	Complete and <b>print</b> the hand in version in good time	There are no penalties for handing early ☺	Hand in <b>paper</b> version 12.00 noon			
<b>Note</b>	<b>Days before deadline</b>		<b>Complete your draft for review</b>		<b>Complete and hand in</b>	
	Starting from the beginning of week 2 = 22.5		By the Thursday or Friday of the week prior to hand in		Five matching evidence and reflection sections - plus cover sheet	