

Graduate Course Description Form

Course Number:	IGC 723
Course Name:	Clocking Out: Designing a Teaching Career That Leaves Room for the Rest of Life
Credits Earned:	3 Graduate Credits / 67.5 PDPs
Credits Issued By:	Gordon College
Course Fee:	\$675 (\$625 with early registration discount)

Course Description:

This course addresses the practical and cultural dimensions of teacher overwork, equipping Massachusetts educators with concrete tools for managing time, setting professional boundaries, and designing a teaching career that is sustainable over the long term. Participants examine the professional norms and systemic pressures that drive overwork, develop systems for managing workload efficiently, and practice the language and strategies needed to say no without guilt. This course is aligned to the Massachusetts Educator Evaluation Framework Standard IV: Professional Culture.

Learning Outcomes:

1. Audit your current time use and identify the highest-leverage changes for reclaiming time without sacrificing effectiveness.
2. Design efficient work systems for planning, grading, and communication that reduce overwork while maintaining quality.
3. Apply research on professional boundary-setting to develop language and strategies for declining requests that exceed your capacity.
4. Examine the cultural and systemic factors that normalize teacher overwork and develop a personal stance toward those pressures.
5. Create a sustainable weekly and annual professional schedule that protects time for life outside of school.