



Graduate Course Description Form

Course Number: IGC 723

Course Name: Clocking Out: Designing a Teaching Career That Leaves Room for the Rest of Life

Instructor: TBD

Credits Earned: 3 Graduate Credits / 67.5 PDPs (for courses completed before June 8, 2025) or 22.5 PDPs (for courses completed on or after June 8, 2025)

Credits Issued By: Gordon College

Course Fee: \$675 (\$575 for early bird registration)

Course Description:

This course equips Massachusetts educators with the practical time management skills, boundary-setting strategies, and systemic thinking needed to reclaim time outside of school without sacrificing instructional quality. Drawing on research on teacher time use, task management systems, and the sociology of teacher labor, participants audit their current workload, identify inefficiencies, and design a sustainable professional workflow aligned to their values. This course is aligned to the Massachusetts Educator Evaluation Framework, Standard IV: Professional Culture.

Learning Outcomes:

1. Conduct a structured audit of current professional time use and identify the patterns, obligations, and inefficiencies that most drain time outside of school.
2. Apply evidence-based task management systems to organize professional responsibilities and create predictable, bounded work routines.
3. Establish and maintain professional boundaries around time, communication, and availability in ways that preserve relationships and professional standing.
4. Redesign recurring professional tasks — planning, grading, communication — for greater efficiency without sacrificing quality.
5. Develop a sustainable professional workflow aligned to personal values, with strategies for maintaining it under institutional pressure.

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