



**DEPARTMENT OF ARTS AND EDUCATION**

**COURSE OUTLINE – FALL 2015**

**AD 0101 A2— STUDY SKILLS TUTORIAL 5(0-0-5)**

**INSTRUCTOR:** Kaylee Disher

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**OFFICE HOURS:** Monday to Friday 11 AM to 12:30 PM, or by appointment

**PREREQUISITES:** Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take AD 0101— Study Skills Tutorial.

**REQUIRED TEXT/RESOURCE MATERIALS:** Electronic, print and instructor-prepared resources will be made available in class or through Moodle. No additional print resources will need to be purchased.

Please have a small binder for your handouts and activities.

**CALENDAR DESCRIPTION:**

This is an individualized program of study skills, planned and supervised study time and tutorial assistance. Components of the course include developing study skills needed for success in college courses, managing and prioritizing study time and working on assignments and projects with supervised tutorial assistance for select courses.

**CREDIT/CONTACT HOURS:** 5 hours per week

**DELIVERY MODES:** This course facilitates the process of developing valuable academic and employment skills. Weekly sessions discussions and activities will help you focus on strategies to develop your career and be successful in college. In addition, with tutorial support in selected areas of study, students have the opportunity to work on assignments and projects.

This course will make extensive use of Moodle. You will use it to access your weekly modules.

## **OBJECTIVES:**

As a result of this course, students will have a better understanding of themselves and the tools they need to be successful in school and the work force. Students will be aware and invested in the idea of becoming lifelong learners.

**LEARNING OUTCOMES:** As a result of taking this course, students will gain the ability:

- To recognize, discuss and evaluate personal, academic, employment and career qualities
- To identify and discuss the motivations of learners
- To recognize that learning is a social (community) endeavor
- To identify and practice effective learning and study strategies
- To differentiate between positive and negative practice self-management skills (time management, priority setting and decision-making)
- To appraise individual self-management skills and identify strategies for improvement
- To discuss and analyze techniques to organize homework and studying around other life/work commitments
- To recognize, practice and use high-performance academic skills (including note taking, test taking and memory building)
- To analyze decision-making processes and plan for positive/advantageous choices
- To explain and discuss emotional barriers that sabotage personal, academic and/or career success
- To appraise the value of reading for personal enjoyment and development
- To consider, analyze and discuss the outcomes of present and future choices/decisions
- To compare basic education to lifelong learning
- To describe and discuss how to access both College and community support services

## **TRANSFERABILITY:**

A Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

**GRADING CRITERIA:**

This is a **CREDIT** or **NON-CREDIT** course.

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage of Class</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90-100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85-89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80-84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77-79</b>	
<b>B</b>	<b>3.0</b>	<b>73-76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70-72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67-69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63-66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60-62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55-59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50-54</b>	
<b>F</b>	<b>0.0</b>	<b>0-49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**EVALUATIONS:**

This course is a credit or non-credit course. You maintain credit for the course by:

- Attending class (missing no more than 6 classes)
- Completing and submitting all required activities for each topic

- Arriving on time and being prepared for class
- Demonstrate an improved work skill.

**STUDENT RESPONSIBILITIES:**

- Attend class unless completely unavoidable. If you need to be away, email/call/text the instructor before class.
- Assignments are still due on Friday even if you miss time (they are all available of Moodle after all).
- Treat this class like a job. You would not simply skip a day of work without calling and letting someone know. The same level of responsibility is expected in this course.
- This is a STUDY Skills class and many students require a quiet environment to work in. Students will refrain from unrelated and/or disruptive talking, have cell phones on silent and use head phones to listen to music.
- We will be in the computer lab 99% of class time and food and drink are not allowed in there. Please eat and drink prior to class.
- It is expected that you will ALWAYS have school related work to do. There will be no use of social media sites, games, etc. while in class. As your courses pick up, there will always be something for you to work on and it is your responsibility to find it.

**STATEMENT ON PLAGIARISM AND CHEATING:**

This course calls for students to work together often, however each student must always submit their own work. Plagiarism includes submitting copied work as your own as well as allowing another person to copy your work. Students in AD0101 found to be intellectually dishonest will receive a grade of zero. Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [http://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](http://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Week 1	Welcome! Introduction to Moodle, library, computer lab & Independent Study	
Week 2	An A+ Start	
Week 3	Networking	

Week 4	Learning Styles (with True Colours)	
Week 5	Learning Styles (with True Colours)	
Week 6	Balancing it All	
Week 7	10 Steps to High Performance Learning	
Week 8	10 Steps to High Performance Learning	
Week 9	Pro-Active Choices	
Week 10	Emoticons	
Week 11	Reading for Pleasure	
Week 12	Where to from here?	
Week 13	Lifelong Learning	
Week 14	Study time and Finals Prep	