

Academic Upgrading Department Orientation

Faculty & Staff:



Brian Redmond, Dean of School of Arts, Science & Upgrading

Brian Redmond has been with GPRC since 2010. He has a PhD in Mathematics and was an instructor at GPRC before moving to administration in 2018. Brian is the Dean for four Academic Departments including: Academic Upgrading, Arts & Education, Fine Arts and Science.



Reddy Ganta, Chair / Instructor – Department of Academic Upgrading

Reddy has a PhD in Mathematics and has been an instructor at GPRC for 30 years. Reddy would like to welcome everyone to the Department of Academic Upgrading.



Sharla King, Department Assistant - Department of Academic Upgrading

Sharla enjoys helping the department run smoothly and efficiently. She is also Department Assistant to the Department of Arts & Education. Sharla looks forward to assisting students and faculty in both departments.



Sukhvir Sandhu, Instructor – – Department of Academic Upgrading

Sukhvir has a Masters in Statistics and Bachelor of Education with majors in Physics and Mathematics. She has been teaching a variety of Mathematics and Science courses at GPRC for the last 32 years.



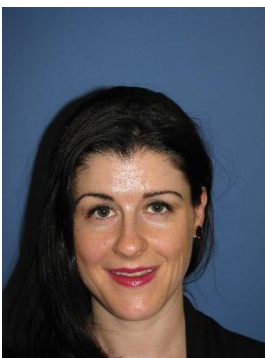
Sheryl Heikel, Instructor – – Department of Academic Upgrading

Sheryl Heikel has a Bachelor of Education with majors in Secondary Math and Science from the University of Alberta and a Graduate Diploma in Instructional Design from Athabasca University. She has been teaching Math and Science courses at GPRC since 2009.



Lesley Brazier, English Instructor – – Department of Academic Upgrading

Lesley has a Bachelor of Education (secondary route) with from the University of Alberta. She has been teaching Grades 9-12 English equivalency courses at GPRC since 2016.



Nicoletta Harabor, Instructor – – Department of Academic Upgrading

Nicoletta has a Masters in Biological Sciences. She has been teaching a variety of Science courses at GPRC since 2016.



Tanya Keller, Science Instructor – – Department of Academic Upgrading

Tanya has a Bachelor of Science with specialization in Chemistry and Bachelor of Education. She has been teaching a variety of Science courses at GPRC since 2018.



John Hiebert, Chemistry Lab Technologist - Science Department

John has attained a Ph.D. in Organic Chemistry and a M.Sc. in Materials Engineering from the University of Alberta and has precious work experience in academia as Adjunct Faculty, Sessional Lecturer, and Lab Instructor. He also has experience in industrial chemical research and in the oil and gas service industry. John has been working at GPRC at a Lab Technologist since 2018.



Munamoto Mabhegedhe, Biology Lab Technologist, Department of Science

Munamoto has been at GPRC since January 2020. He holds a Masters of Science degree in Molecular and Cell Biology and a Bachelor of Science (Honors) degree in Applied Biology and Biochemistry.

Our Orientation Session

We are having an orientation session on January 4, from 1:00-2:00pm. You can access the session over Zoom with this link: <https://gprc.zoom.us/j/94912649276>

Remote Delivery

Within the Academic Upgrading Department, the 2021 Winter Semester will be conducted through remote (Lectures) and onsite (Labs) delivery. Remote delivery refers to synchronous learning following the published timetable on the GPRC website and outlined in your MyGPRC course schedule. Please ensure you are available for all your schedule class times as Instructors will be reviewing attendance and may have participation marks attached to your attendance and participation in Zoom meetings.

Student Advocacy

Throughout the semester if you have any questions or concerns, please reach out to your instructors as they will provide you with guidance and general information. For additional support or concerns, please contact Sharla King at 780-539-2995 or SKing@gprc.ab.ca to make an appointment with Reddy Ganta, Chair of the Department.

Regular attendance is critical to success. Should you be unable to attend a class, please contact your instructor.

Academic Advising

Throughout the semester if you have any questions regarding your courses and registration please reach out to Angela Harper ,Intake Assistant at 780-539-2960 or AHarper@gprc.ab.ca

Academic Upgrading – Program Overview

After taking required courses from Academic Upgrading Department, our students have continued their education at this college, other colleges and Universities.

Tips for Success

Time Management

- Go to class. Class attendance is one of the biggest factors in achieving success in our programs.
- Know the important dates – assignments, mid-terms, and project due dates. Don't leave things to the last minute.
- Use a calendar (your phone or hand-written day-planner) and schedule your entire semester. List specific "to-dos" for each month, week and day. Prioritize. Check daily to see if you are on track. If so, great; if not, make some adjustments.
- Learn to say "No!" In order to stick to your plan and achieve your goals, you may have to say no to watching TV, hanging out or going to movies with friends.
- If you have a part-time job you will have to be very strict with your schedule. If working becomes too much and you become exhausted, consider reducing your hours of work.

Study Strategies

- Study when you are wide-awake! Use the 30-3-2 schedule. Study for 30 minutes, take 3-minute break and resume with a 2-minute review.
- Study your most difficult subjects first – while you're fresh.

Stay Healthy

- Maintain a positive attitude.
- Have some fun; join in and get involved in student association activities.
- Support systems are essential. Make friends. Put your phone down and talk to people!
- Exercise regularly and get proper sleep. *Keep the partying under control!* 😊

General

- Talk to your instructor if something is not clear.
- All your classes are important – don't spend too much time on one at the expense of others.
- Be on time for class. Walking in late distracts both your instructor and your classmates.
- Keep on top of your work. Don't get behind.
- Check your email account regularly – this is how your instructors and advisors communicate directly with you.

Zoom Etiquette 101*

Control video and audio quality.

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

Adjust your lighting.

Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.

Think about your background.

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

Practice speaking to the camera and not the screen.

Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

Optimize Zoom.

Generally, DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open any relevant documents before the call and share only those during the meeting.

Bandwidth and signal.

Insure you have adequate bandwidth. If you are wireless, try to remain close to the wireless router and consider installing a signal booster in areas of low signal strength. When you have the option, choose wired (instead of wireless) for video conferencing.

During your meeting:

Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

Use Zoom's chat function.

You can send a question or statement to everyone or privately to a participant.

Think about your actions on camera.

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.

*Adapted from <https://blog.zoom.us/video-conference-etiquette/>