

Welcome to the Department of Physical Education and Kinesiology and welcome to the PEAK family! Our students are our #1 priority. You are beginning your journey into an exciting and worthwhile field of study.

We have several programs within our department, plus many courses that are required or electives for other programs around the college.

- PEAK Diplomas: Kinesiology and Personal Trainer
- University Transfer Bachelor Degrees: Bachelor of Kinesiology, Bachelor of Science in Kinesiology, Combined Bachelor of Education/Kinesiology, and Bachelor of Arts in Recreation, Sport & Tourism

What will the semester look like?

That's a good question. It will certainly be different from what we have done in the past. Our goal is to provide an excellent educational experience whilst keeping everyone as safe as possible. Classes will be presented during the scheduled time slot meaning that if your class is Mon/Wed @ 08:30 – that's when it will run, either in person or online. We are using a mixed delivery system so look closely on the GPRC website for what is listed as the "Room" for your course.

- If it says "REMOTE": You will meet your instructor and classmates online. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca
- If it lists a specific room, like the Gym or Fitness Centre, that is where you will meet your instructor. Students must supply their own mask and follow [GPRC Campus Access Guidelines and Expectations](#).
- If it says "MIXED": You may be meeting sometimes in person or sometimes online, or you may be meeting in different rooms depending on what you are doing that day. Anytime you are on campus you must supply your own mask and follow [GPRC Campus Access Guidelines and Expectations](#). Your instructor will provide details about where and when you will be meeting.

****Check your GPRC email and myClass/D2L for more information for each specific course! There may be some onsite classes where you meet remotely for some sessions.****

PEAK Orientation

Usually we meet together for an orientation before classes start, but obviously that can't happen this year. We have created a [PEAK Orientation myClass/D2L page](#) for you to get more information about our instructors and staff, important dates, and other useful information to help you succeed in this unusual semester.

Advising

Advising is done through Student Services and the PEAK faculty. If you are in the Personal Trainer Diploma, Laura (lhancharuk@gprc.ab.ca) will be your main contact for advising. If you are in the Kinesiology Diploma or any university transfer programs, contact Student Services (registration@gprc.ab.ca) to make an appointment with an advisor or Jessica King, PEAK Administrative Assistant (jeking@gprc.ab.ca), to schedule an appointment with an instructor.

How do I advocate for myself?

You will find our faculty to be helpful, approachable and invested in your success. Please feel free to contact us. We are here to help you in your academic journey. Normally it is common practice to drop by to visit your instructor in the PEAK office area. This year is going to be a bit different in terms of our face to face interaction, so email is likely going to be our best line of communication. Details for contacting each instructor can be found in your course outlines and in the PEAK Orientation.

Your first course of action is to contact your instructor directly. If you can't sort things out then the next step is to contact the PEAK Chairperson, Julia Dutove (jdutove@gprc.ab.ca).

I'm Feeling Stressed, Frustrated, I just need to talk to someone. Where can I turn?

There are a few places to get some help:

- **MySSP App 24/7** gprc.me/mentalhealth
- **Toll-free:** 1-845-649-8641
- **GPRC Mental Health Consultants Phone:** 780-539-2069

TIPS FOR SUCCESS**General**

- Talk to your instructor if something is not clear.
- All of your classes are important – don't spend too much time on one at the expense of others.
- Be on time for class. Walking in or joining online 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.

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. Start projects as soon as they are assigned.

- 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. Do not study for more than 2 hours at a time.
- Study your most difficult subjects first – while you’re fresh.
- Study space is important. It should be as quiet and comfortable as possible. The library study spaces are ideal. Private rooms may be booked in advance.
- Access all instructor study resources posted on D2L. There may also be textbook publisher study resources available online.
- If you find it helpful, form study groups with classmates.
- Tutoring is not a negative thing. Get help early. Contact the Learning Support Centre in the Learning Commons.

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!* 😊

ZOOM ETIQUETTE 101*

Control video and audio quality. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise. If you have headphones that can help with audio quality as well.

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/>

Thanks to the Nursing Department for sharing their Tips for Success and Zoom Etiquette!