

This course will make extensive use of *Moodle*. You will use it to access your weekly modules, practice activities and support resources.

LEARNING OUTCOMES:

- To recognize, discuss and evaluate the personal academic, employment and career qualities
- To identify individual learning styles (dominant learning style) through individualized tests and appraisal of personal preferences
- To identify and discuss the motivations of learners
- To recognize that learning is a social (community) endeavour
- 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:

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

- Attending classes (missing no more than 10 percent of the classes – there are approximately 60 classes/term – that means 6 classes)
- Arriving on time and being prepared to focus on the topic at hand
- Being prepared to start work upon arrival, working for the full duration of class time (50 minutes) and demonstrating improved work skills.
- Attending and participating in all the weekly sessions (usually Mondays)

- Completing and submitting **all** the required activities for each of the course topics
- Submitting completed weekly Accomplishment Sheets (usually Fridays)

STUDENT RESPONSIBILITIES: Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to be away. ***Not feeling 100 percent is not an excuse.***

If I need to be away, I will let you know either in class prior to the date or through another staff member. I will make arrangements for you to continue course work by providing activities/assignments. ***Likewise***, if you need to be away, I expect you will make arrangements with me so I am able to help you. It is also expected that while you are away, you will continue to work on assignments for all your courses.

This is an especially important career skill. When you have a job, someone else can do your work or cover your shift, but when you have a career, the work is your responsibility.

In addition to the *Student Rights and Responsibilities* as set out in *GPRC Policies*, the following guidelines will allow us to have a positive work environment for everyone.

https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

- I will start classes on time; similarly, arrive on time, be ready to work, and remain for the duration of the class.
- Some activities are disruptive, so during class, have your phone on silent mode and no texting.
- Many learners prefer a quiet learning/working atmosphere, so refrain from unrelated and/or disruptive talking during class time.
- Get beverages or food prior to coming to class and be respectful of others while consuming these items. Recognize that computer and science labs do not allow you to have beverages or food.
- Clean up your area and dispose of garbage.

PRINTING POLICY: Each student will have a printing account established with a credit balance at the beginning of each course. Through their GPRC accounts, students are charged \$0.10 per sheet (each sheet represents 2 pages, when printed double-sided). If you need, you will be able to recharge your account.

STATEMENT ON PLAGIARISM AND CHEATING: Grande Prairie Regional College “expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat ... [therefore] the College has adopted appropriate

penalties for student misconduct with respect to plagiarism and cheating” (from the *GPRC Academic Policy – Student Misconduct*). If you wish to obtain further information, refer to GPRC’s Academic Policy titled *Student Misconduct: Plagiarism and Cheating*.

<http://www.gprc.ab.ca/downloads/documents/Student%20Misconduct%20Plagiarism%20and%20Cheating.pdf>

Plagiarism includes submitting copied work as your own as well as allowing another person to copy, thus enabling that person to commit plagiarism. So while you may **work together**, you must make certain to **submit your own work**.

Students in AD0101 found to be “intellectually dishonest” will receive a grade of zero and be required to complete an alternate assignment (if available).

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Date	Topic	Activity Sheet(s)	Accomplishment Sheet
1	Sept 5, 6 Sept 9 - 13	An A+ Start		
2	Sept 16 – 20	Networking		
3	Sept 23 – 27	Learning Styles		
4	Sept 30 – Oct 4	Balancing it All		
5	Oct 7 - 11	Steps to High- Performance Learning		
6	Oct 14 is Thanksgiving Day Oct 15 - 18			
7	Oct 21 - 25	Pro-Active Choices		
8	Oct 28 – Nov 1	Emoticons		
9	Nov 4 – 7	Reading for Pleasure		
Fall Break includes Friday, November 8 and Monday, November 11				
10	Nov 12 - 15	Where to from here?		
11	Nov 18 - 22	Lifelong Learning		
12	Nov 25 - 29	Completing Projects and Studying for Final Exams		
13	Dec 2 – 6 Dec 9, 10			