



DEPARTMENT OF ACADEMIC UPGRADING.

COURSE OUTLINE – Winter 2012

AD 0101 – STUDY SKILLS TUTORIAL 5 (0-0-5)

INSTRUCTOR: Susan Beaumont

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OFFICE HOURS: after class

PREREQUISITE(S)/COREQUISITE:

Students who meet the admission requirements for entry into Academic Upgrading are eligible to take AD 0101 - *Study Skills Tutorial*. Please refer to the GPRC website for details <http://www.gprc.ab.ca/programs/details.html?ID=56>. The course is designed to assist students to become better learners.

REQUIRED TEXT/RESOURCE MATERIALS:

The course text--*Ten Skills You Really Need to Succeed in School* – will be available for classroom use.

Course materials will also include handouts and online resources available through *Moodle*. For example, one of many valuable internet resources is, <http://www.ucc.vt.edu/stdysk/stdyhlp.html>

A small binder (or duo tang) is also be required for monthly calendars, accomplishment sheets and other course material.

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.

(From GPRC Website, <http://www.gprc.ab.ca/programs/courses/>)

CREDIT/CONTACT HOURS:

5.0 credits / 75 hours

DELIVERY MODE(S):

There are three components in the course:

- Presentations by guest speakers on various topics. You will receive valuable information, resources, and assistance to help you develop the study skills you need for success in all college courses. There are group discussions as well as follow-up assignments to practice selected skills.
- Under the supervision of your instructor/instructional assistant, you will practice prioritizing and managing study time during your “work day”. As a full-time student, your work day is longer than most “paid employment” days and extends into your evenings and weekends.
- There is an opportunity to work on assignments and projects. Tutorial assistance is available for math and English in most classes. You will also have the opportunity to access computers to complete assignments.

OUTCOMES:

As a student, you will have the opportunity to:

- develop study skills needed for academic success
- practice self-management skills, including time management, priority setting, and decision-making
- practice academic skills, including preferred learning style, note taking, test taking and memory tips
- consider life-management skills, including balancing family and college demands and accessing support services or resources in the College and the community
- increase your self-awareness through activities that include completing personal learning styles inventories and self-assessments
- describe ways to create a successful experience in college
- work on homework assignments with supervised tutorial support

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 is a **credit** or **non-credit** course.

You will earn credit for the course by:

- **Attending every scheduled class.**

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 you are going to be absent, you must notify your Financial Aid Advisor as well as your instructor by email or phone. The College's toll free number is 1-888-539-4772.

- **Coming to class on time and being ready to work.**

This class is a "gift of time"; therefore, you are expected to remain on task for the full duration of class time.

Please keep in mind that this is not a lunch break; it is a course.

- **Attending all presentations** (dates and topics will be announced in class).
- Successfully **completing follow-up assignments on presentation topics**, including a final reflective writing.
- Demonstrating a **minimum of 10 successful weeks** of progress. (There are 13 weeks in the term.)
- Successfully **completing Weekly Accomplishment Sheets**.

On Friday, submit your accurately and honestly completed **Weekly Accomplishment Sheet** (copies will be provided in class.). Have your instructor/instructional assistant initial the form before placing it in the class binder.

Incomplete or insufficient Accomplishment Sheets will be returned so you have the opportunity to revise and re-submit them.

These Accomplishment Sheets are both a record of work completed as well as a log to reflect on your learning progress. You may also write notes or answer questions about the weekly presentation on these forms.

MORE ABOUT ATTENDANCE:

Attendance and late arrivals are recorded and submitted every week to the Support Assistant in Student Financial Aid. A mid-term progress report is also submitted.

If you would like to work elsewhere for class time, complete a Study Skills Tutorial Attendance Record form (Copies will be provided in class). For example, you would complete this form if you want to complete an assignment in the Computer Lab or need to get resources from the Library. You will need to have it initialed by Computer Lab or Library staff. Return the completed form to your instructor/instructional assistant at the end of the class in order to be marked present for that class.

EXAMINATIONS:

There are no examinations in AD 0101.

STUDENT RESPONSIBILITIES:

In addition to the “Student Rights and Responsibilities” as set out in *GPRC Policies*, the following guidelines will allow us to have an effective learning environment for everyone.

- I will start classes on time; similarly, arrive on time, be ready to work, and remain for the duration of the class.
- Faculty and staff want to help you with your learning. When you have questions, do not hesitate to ask your instructor/instructional assistant for additional information or clarification.
- Some activities are disruptive to teaching and learning, 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.
- Be respectful of others regarding food or beverages in the classroom. You may have a beverage or a snack, but eat your lunch before/after class.
- Clean up your area and dispose of garbage.
- Only those students registered in the course will be permitted to attend; children are not permitted in the classroom.

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

The course schedule and presentation dates will be provided in class.