

ACADEMIC UPGRADING DEPARTMENT

COURSE OUTLINE – Winter 2023

AD0101 (A3): Study Skills Tutorial – 5 (0-0-5) 75 Hours for 15 weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Lesley Brazier

PHONE: 780-539-2727

OFFICE: C405

E-MAIL: LBrazier@nwpolytech.ca

OFFICE HOURS: Arrange with instructor in person or email LBrazier@nwpolytech.ca to set an appointment. Office appointments will be held in C405 or can be arranged via telephone or Zoom.

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 NWP courses, managing and prioritizing study time and working on assignments and projects with supervised tutorial assistance for select courses.

PREREQUISITE(S)/COREQUISITE: Students who meet the admission requirements for entry into NWP's Academic Upgrading are eligible to take AD0101 Study Skills Tutorial.

DELIVERY MODE(S): Classroom instruction and lab. Use of D2L required. This course will consist of seminars, discussion, and self- study tutorials. Daily attendance is required. Each day students must fill in that day's section of the Weekly Progress Sheet. Weekly Progress Sheet and week's accomplishments section must be completed, and the completed sheet must be handed in every Friday.

COURSE 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:

Students should be able to:

- Recognize, discuss and evaluate personal and academic qualities
- Identify and practice effective learning and study strategies
- Differentiate between positive and negative practice self-management skills (time management, priority setting and decision-making)
- Appraise individual self-management skills and identify strategies for improvement
- Discuss and analyze techniques to organize home and studying around other life/work commitments
- Recognize, practice and use high-performance academic skills (including note taking, test taking, memory building)
- Analyze decision-making processes and plan for positive/advantageous choices
- Explain and discuss emotional barriers that sabotage personal, academic and/or career success
- Consider, analyze and discuss the outcomes of present and future choices/decisions
- Compare basic education to lifelong learning
- Describe and discuss how to access both NWP and community support services

TRANSFERABILITY: N\A

EVALUATIONS: Regular attendance is required. **If FIVE (5) or more classes are missed, you will receive no-credit for the course.** Activity assignments and progress sheets must be completed and handed in every Friday. **If two or more weekly progress sheets and two or more activity assignments are missed, you will receive no-credit for the course.**

GRADING CRITERIA: Credit will be given for completing the course requirements. Failing to do so will result in a no-credit grade.

COURSE SCHEDULE/TENTATIVE TIMELINE:

- First Day of Class is January 4th and last day of classes are April 12th, 2023.
- No Classes will be held on February 20th (family day); February 21st-24th (Winter Break); and April 7th (Good Friday).

STUDENT RESPONSIBILITIES:

Refer to the NWP Policy on Student Rights and Responsibilities at

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

- **Attendance:** If you miss 5 or more classes, you will receive no-credit for the course.
- **Lateness & Leaving Class Early:** Lateness & Leaving Class prior to being dismissed will not be tolerated and will be counted as 0.5 of an absence.
- **Come to class prepared to work, ask questions if needed, and to use the time productively.**
- **Contribute by maintaining a mature, adult learning environment.** This is not the time to socialize with peers and be on social media. There will be designated times for pair, group, and class discussions. Avoid disruptive conversations and behaviors when possible. Raise your hand to ask questions and respect yourself and others' rights to a conducive learning environment.
- **Cell Phone Use:** Turn them off during class time.
- **Assignments and progress sheets:** These are due on Fridays at the beginning of class. Submit assignments on time.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the NWP Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the NWP Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

**Note: all Academic and Administrative policies are available on the same page.