



DEPARTMENT OF ARTS AND EDUCATION

COURSE OUTLINE – WINTER 2016

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

INSTRUCTOR: Kaylee Disher **PHONE:** (780)539-2727

OFFICE: C405 **EMAIL:** KDisher@gprc.ab.ca

OFFICE HOURS: Wednesday 11 AM to 12 PM & Friday 1PM to 2PM or by appointment

PREREQUISITES: Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take AD 0101— Study Skills Tutorial.

REQUIRED TEXT/RESOURCE MATERIALS:

✓ *Making Your Mark* 9th Edition by Lisa Fraser (bookstore)

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.

CREDIT/CONTACT HOURS: Five hours per week

DELIVERY MODES: This course facilitates the process of developing valuable academic and employment skills. Weekly reading and short assignments help to develop motivation and skills needed to be high performance college students and professionals. In addition, with tutorial support in selected areas of study, students have the opportunity to work on assignments and projects.

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. Additionally, students will receive time and support needed to complete assignments from other courses.

LEARNING OUTCOMES: As a result of taking this course, students will gain the ability:

- Recognize, discuss and evaluate personal, academic, employment and career qualities
- To identify and discuss the motivations of learners
- 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 compare basic education to lifelong learning
- To describe and discuss how to access both College and community support services

TRANSFERABILITY:

A 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.

EVALUATIONS:

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

- Attending class (missing no more than 6 classes)
- Completing and submitting all required exercises and written response

STUDENT RESPONSIBILITIES:

Attendance:

The nature of this course requires regular attendance and constructive participation. You are expected to be in attendance.

Punctuality:

You are expected to be on time. Class begins promptly at the specified time. If tardiness becomes an issue, I reserve the right to lock the classroom door at 5 minutes after the class start time. If this happens, students are no longer permitted to enter the classroom during that day's class. Just as you are expected to arrive at a certain time, you are also expected to stay until a certain time. Please do not pack up your bags and leave the classroom before the specified end time unless you have already told me why.

Conduct:

While it is important that students feel comfortable and relaxed in class, it is equally important that students conduct themselves in a mature, professional manner. Disruptive activities such as talking when the instructor is talking, interrupting fellow students or being rude and disrespectful in any way (including profane language) will not be tolerated.

Cell Phones:

Cell phone use in class is **absolutely prohibited**. Cell phones should be off/on silent and out of view at all times unless otherwise instructed (on occasion you may need them to look up vocabulary words or be allowed to listen to music during independent study). If cell phones are being used in class, I reserve the right to have students place phones at the front of the room at the start of each class.

Due Dates:

Assignments and test are expected to be completed and submitted at the time specified. Submissions after the due date will not be accepted.

Extensions:

In order to make late assignments considered for grading, you must make **prior** arrangements with the instructor at least 24 hours in advance. I will only grant extensions for extenuating circumstances.

STATEMENT ON PLAGIARISM AND CHEATING:

Plagiarism includes submitting copied work as your own as well as allowing another person to copy your work. Students in AD0101 found to be intellectually dishonest will receive a grade of zero.

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at http://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week 1 Jan. 6-8	Welcome! Introduction to text book and course requirements. Chapter 1	Exercise 1.1 to 1.11
Week 2 Jan. 11-15	Chapter 1	Exercise 1.1 to 1.11
Week 3 Jan. 18-22	Chapter 1	Exercise 1.1 to 1.11 Due Jan 22
Week 4 Jan. 25-29	Chapter 2: Timing is Everything	Exercise 2.1 Due Jan.29
Week 5 Feb. 1-5	Chapter 3: Note taking	Read & write 1 page summary Due Feb. 5
Week 6 Feb. 8-12	Chapter 4: Study Hints and Shortcuts	Read & write 1 page summary Due Feb 12

Feb. 15-19	<i>No School—Reading Week</i>	
Week 7 Feb. 22-26	Chapter 5: Papers, Reports and Assignments	Read and write 1 page summary on the definition of plagiarism, how to avoid it GPRC's consequences. Due Feb. 26.
Week 8 Feb. 9 – March 4	Chapter 6: How to Study for Exams	6.1 to 6.3 Due March 4
Week 9 March 7-12	Chapter 6 continued	1 page summary on chapter Due March 12
Week 10 March 14-18	Chapter 7: Managing College Life	Exercise 7.1 Due March 18
Week 11 March 21-24	Chapter 8: Resources <i>No School Friday March 25th</i>	Read and presentation on GPRC resources
Week 12 March 28-April 1	Independent Study/Exam Prep	
Week 13 April 4- 8	Independent Study/Exam Prep	
Week 14 April 11-April 15	Independent Study/Exam Prep	