



## DEPARTMENT OF ACADEMIC UPGRADING

### COURSE OUTLINE – WINTER 2013

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

INSTRUCTOR: **Joan Godbout** PHONE: **780 539-2727**  
**1-888-539-4772 (GPRC Toll Free)**

OFFICE: **B301B** E-MAIL: **jgodbout@gprc.ab.ca**

OFFICE HOURS: **Half an hour before or 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.

**REQUIRED TEXT/RESOURCE MATERIALS:** Electronic, print and instructor-prepared resources will be made available in class. No additional resources are required.

**CALENDAR DESCRIPTION:** This five-hour per week course 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.” *GPRC Website.*

**CREDIT/CONTACT HOURS:** Five hours per week; Monday to Friday

**DELIVERY MODE(S):** This course facilitates the process of developing valuable work and study skills in a classroom setting. With tutorial support in selected areas of study, students have the opportunity to work on assignments and projects. Weekly information sessions and presentations provide strategies for improving academic performance.

#### **OBJECTIVES:**

- To understand individual learning styles (dominant learning style)
- To consider and understand what motivates individual learners

- To understand and practice effective learning and study strategies
- To understand and practice self-management skills (time management, priority setting and decision-making)
- To apply techniques to plan studying and homework around your other life/work commitments
- To understand and practice academic skills (including note taking, test taking and memory tips)
- To become aware of and learn how to access both College and community 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 course is a credit or non-credit course. You will earn credit by:

- Attending classes (missing no more than 10 percent of the classes – there are about 60 classes/term)
- Arriving on time and working the entire period of time
- Being prepared to start work upon arrival, working for the full duration of class time (either 50 minutes or 80 minutes, depending on timetable), and demonstrating progress
- Attending and participating in all information sessions/presentations (usually once per week)
- Completing activities/task sheets for selected information sessions/presentations
- Submitting a completed Accomplishment Sheet each week

**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 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 may help you. It is also expected that while you are away, you will continue to work on assignments.

In addition to the “Student Rights and Responsibilities” as set out in *GPRC Policies*, the following guidelines will allow us to have a positive 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.
- 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 food or beverages prior to coming to class and be respectful of others while consuming these items.
- 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. Student printing is charged from this account at a cost of \$0.10 per sheet (each sheet represents 2 pages, when printed double-sided). Additional printing may be purchased.

**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.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Week	Date	Topic	Activity/Task Sheet
1	Jan 8 - 11	<b>Introduction/Support Services Available</b>	
2	Jan 14 - 18	<b>Learning Styles</b>	
3	Jan 21 - 25	<b>Time Management</b>	
4	Jan 28 – Feb 1	<b>Self-Sabotage</b>	
5	Feb 4 - 8	<b>Note Taking</b>	
6	Feb 11 - 15	<b>Reading for Work and Pleasure</b>	
Winter Break – Feb 18 - 22			
7	Feb 25 – Mar 1	<b>Memory and Studying for Tests</b>	
8	Mar 4 - 8	<b>Stress/Anxiety Management</b>	
9	Mar 11 - 15	<b>Healthy Living</b>	
10	Mar 18 - 22	<b>Oral Presentations</b>	
11	Mar 25 – 28 (Mar 29 – Good Friday)	No Presentation <sup>2</sup>	
12	Apr 1 - 5	<b>Goal Setting and Decision Making</b>	
13	Apr 8 - 12		
	Apr 15, 16		