



## COURSE OUTLINE

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

**INSTRUCTOR:** NANCY FRASER                      **PHONE:** 539 – 2980  
**OFFICE:** J – 216                                      **E-MAIL:** nfraser@gprc.ab.ca  
**OFFICE HOURS:** AS POSTED ON MY OFFICE DOOR

#### PREREQUISITES/

**COREQUISITES(s):** Students who meet the admission requirements for entry into Academic Upgrading are eligible for AD 0101 Study Skill tutorial. Please refer to page 56 of the College calendar. The course is mandatory for all new sponsored students and for all full-time sponsored students who have a course load of less than 20 instructional hours per week.

#### REQUIRED TEXT/

**RESOURCE MATERIAL:** None required.

#### CALENDAR

**DESCRIPTION:** This course is an individualized program of study skills, planned and supervised study time, and tutorial assistance personally designed for sponsored students to provide you with the opportunity to achieve success in your Academic Upgrading courses and your future program of studies. 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:** This is a 5 credit course and meets 5 hours per week.

**DELIVERY MODE(S):** This course will consist of 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 week's accomplishments section must be completed and the completed sheet must handed in every Friday.

**OBJECTIVES:** To set daily goals, learn to manage time and to work on other courses. Joan Godbout will be covering classes Mondays, Tuesdays and Thursdays. She is an English Instructor. I will be covering this classes Wednesdays and Fridays. I am a chemistry and physics instructor. You should plan your time so you can access the appropriate assistance.

**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:** You will receive a grade of Credit for the course if you meet the course requirements. If you fail to complete the course requirements you will receive a grade of Non-Credit. A grade of Non-Credit is considered a failure for sponsorship purposes. **To successfully complete this course students MUST hand in 13 weekly accomplishment forms. Student cannot miss more than 5 classes.** Missing more than 5 classes can result in a grade of Non-Credit.

**ATTENDANCE:** Attendance in the course will be taken during each scheduled class time. Attendance and progress will be reported to the Student Support Assistant every week. If you are required to leave the study room during class time, you must complete a copy of the AD0101 Study Skills Tutorial Attendance Record and return it to your instructor at the end of the class in order to be marked present for that class.

## STUDENT RESPONSIBILITIES:

### Philosophy:

- This is an adult education environment.
- Students are expected to show respect for others.
- Students are learning skills to prepare them for the work environment.

The following guidelines assist all of us in maintaining an adult learning environment with “respect for the rights of the other members of the College community” (from the Student Rights and Responsibilities of the College calendar).

1. Please refrain from unnecessary talking in class “visiting”(social discussions).
2. Please ask your instructor for information or clarification when you have a question.
3. **Turn off your cell phone** during class time. Parents who are expecting phone calls from the day care or from schools should complete the required FOIP form. You will be notified as soon as possible if a call comes in.
4. In case of other emergencies, students can use a phone that vibrates but does not ring. However, please leave the class before answering the phone.
5. If you must bring food or drink to class, purchase it during your break so that you are coming to class on time and staying the duration of the class.
  - Clean up all garbage, crumbs, etc, from the area where you were eating / drinking.
  - Your eating or drinking should not disrupt your learning activities and progress or the learning activities and progress of others in the class.

**\*\*\*\*NO food or drinks are allowed in A-205\*\*\*\***
6. As per the student responsibilities section in the College Calendar, you are expected to “arrive on time and remain for the duration of scheduled classes and related activities.”