

DEPARTMENT OF ACADEMIC UPGRADING COURSE OUTLINE – Fall 2024

AD0101 (A2): 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: Tara Lee Whittaker **PHONE:** TBA
OFFICE: TBA **E-MAIL:** TWhittaker@nwpolytech.ca

OFFICE HOURS: 10:00 am to 1:00 pm Monday through Thursday or by appointment

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):

- On-campus (attend on-campus, in-person) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.
- 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 submitted every Friday.

LEARNING OUTCOMES: 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.

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 or more activity assignments are missed, you will receive no-credit for the course.**

GRADING CRITERIA:

Alpha Grade	4-Point Equivalence	Percentage Conversion (unless otherwise specified in the Course Outline)	Descriptor
CR	N/A	50-100	Credit
NC	N/A	0-49	No Credit

COURSE SCHEDULE/TENTATIVE TIMELINE:

Monday	Tuesday	Wednesday	Thursday
1:00 – 1:50 PM H211	1:00 – 2:20 PM H211	1:00 – 1:50 PM H211	1:00 – 2:20 PM H211

- First Day of Class is September 3rd and last day of classes are December 10th, 2024.
- No Classes will be held on October 30th (National Day for Truth & Reconciliation); October 14th (Thanksgiving Day); November 11th (Remembrance Day); and from November 12th -15th (Fall Break).

Week 1	Sep 2-8	Introduction
Week 2	Sep 9-15	Settling in
Week 3	Sep 16-22	Assignment 1: Looking Inside
Week 4	Sep 23-29	Assignment 2: Thinking Clearly
Week 5	Sep/Oct 30-6	Assignment 3: Reading 1
Week 6	Oct 7-13	Assignment 4: Time Management
Week 7	Oct 14-20	Assignment 5: Note-taking
Week 8	Oct 21-27	Assignment 6: Memory
Week 9	Oct/Nov 28-3	Assignment 7: Reading 2
Week 10	Nov 4-10	Assignment 8: Test Taking
Week 11	Nov 11-17	Fall Break – no classes this week
Week 12	Nov 18-24	Assignment 9: Test Taking
Week 13	Nov/Dec 25-1	Exam Preparation & Assignment wrap-up
Week 14	Dec 2-8	Exam Preparation & Assignment wrap-up

STUDENT RESPONSIBILITIES:

- **Refer to the NWP's Policy on Student Rights and Responsibilities:**
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>
- **The Academic Upgrading Department is an adult education environment.**
Students are expected to show respect for each other as well as faculty and staff. Students are expected to participate fully in achieving their educational goals.
- **Good attendance is a requirement of this course and of academic success.**
- **Good attendance means more than simply being present physically during class time.** It means coming to class prepared, having read the assigned material(s) for the day, and showing respect to all the other members of the class by being attentive. Disruptive activities – for instance, habitually arriving late or leaving early– will not be tolerated and may result in your removal from class.
- **Unless there is a significant emergency or reason, students should avoid making travel plans that conflict with the class schedule during the semester.**
- **Students are required to check the My-Class site for this course regularly.**
Students should check it before each class to stay informed concerning course updates, readings, and announcements. It is the responsibility of the student, not the instructor, to print off readings and assignments from My-Class as necessary.
- **Students are required to keep their cell phones on silent or on vibrate during class time.** Ideally, cell phones should be used only as a learning resource– any phone calls, texts or other distracting behavior will not be tolerated unless urgent. Personal or campus computers and cell phones should be used for course-related work; therefore, please refrain from social media and gaming websites or apps during class time. Failure to comply with these rules may result in your removal from class.
- **Students are expected to limit the consumption of food during class-time,** especially when class is held in the computer lab.
- **Students should respect and adhere to assessment deadlines and in-class assessment dates (tests).** Students should use the monthly and weekly calendars on My-Class to ensure they are staying on top of their coursework.
- **Late assignments will be penalized 2% per day.** Last-minute requests for extensions will not be granted unless medical/or other professional documentation can be provided. I will not accept any late assignments after I have handed back marked assignments to the class (Turnaround time for marked assignments is usually about one week- two weeks).
- **All formal assignments are to be submitted via My-Class.**

- If an emergency prevents attendance on a test day, students must contact me before the end of the test (as soon as possible) via email and may be asked to provide documentation to justify their absence.
- **Please communicate with me.** Outside of class and appointment times, email is the fastest and most efficient way to get a hold of me.
- **Lateness:** Lateness will not be tolerated.
- **Assignments and progress sheets:** These are due on the Friday of every week.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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