



DEPARTMENT OF ACADEMIC UPGRADING
COURSE OUTLINE – FALL 2010
AD 0101 – STUDY SKILLS TUTORIAL 5 (0-0-5)

INSTRUCTOR: Alan Iwaskow **PHONE:** 539-2713
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OFFICE
HOURS: Fridays 10:30 – 11:00

PREREQUISITE(S)/COREQUISITE:

Students who meet the admission requirements for entry into Academic Upgrading are eligible for AD 0101—Study Skills 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 MATERIALS:

The course text is *Ten Skills You Really Need to Succeed in School*. This text will be available for classroom use.

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:

5.0 credits / 75 hours

DELIVERY MODE(S):

The course may be taken for several semesters, depending upon each student's individualized program of study and the approval of the financial aid officer.

Components of the course include the following:

- Information, resources, and assistance to help you develop the study skills you need for success in all college courses.

NOTE: In addition to the study skills topics you will discuss in class, you may go on the internet for more tips at sites such as:

<http://www.ucc.vt.edu/stdysk/stdyhelp.html>

- Practice under the supervision of your instructor/advisor prioritizing and managing study time during your "work day" (The student workday is longer than most workdays and extends into your evenings and weekends).
- The opportunity to work on assignments and projects with supervised tutorial assistance available for select courses (in the majority of cases this will be your math course).

Course Expectations

- You should plan your supervised study time in consultation with your instructor so that you are receiving the most benefit from the time available to you. You should talk to your instructor if you need to make a change to your semester study plan. You will be expected to follow the Academic Upgrading Department guidelines for classroom conduct and deportment (**See Student Responsibilities below**)

- If you are registered in a modularized math course, you will be advised to work on math homework during the supervised study sessions unless you are working ahead of schedule in the course.

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* (**See Attachment A**) and return it to your instructor at the end of the class in order to be marked present for that class.

OBJECTIVES:

- Students will develop study skills needed for academic success
 - Students will practice self-management skills (time management, priority setting, and decision-making), academic skills (including note taking, test taking and memory tips) and life management skills including basic living skills and resources in Grande Prairie, and healthy life balance.
- Students will increase their self-awareness through activities that include completing personal learning styles inventories and self-assessments.
- Students will work on homework assignments with supervised tutorial 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:

How to Earn Credit for the Course

You will receive a grade of Credit or Non-Credit for the course each time you take it.

In order to receive credit in the course, you must complete a minimum of **60 hours** of supervised study/student success seminars over the 13.5 weeks of class time in the semester.

In addition to the attendance requirement, you must complete an *AD0101 Student Accomplishment Sheet* (**See Attachment B**) each week and have it initialed and commented on by your course instructor. A minimum of **10 successful weeks** of progress must be demonstrated in order for you to achieve credit for the course. Your progress each week will be evaluated on the following:

1. Attending class every scheduled class time. (Sometimes a special schedule will be arranged for you because of conflicts with other classes.)
2. Coming to class on time and leaving on time.
3. Being prepared to start schoolwork as soon as you arrive in class, working for the full duration of class time (either 50 minutes or 80 minutes, depending on timetable), and demonstrating progress in your work.

EXAMINATIONS:

There are no examinations in AD 0101.

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 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).

Please ask your instructor for information or clarification when you have a question. Other students do not necessarily have the correct information.

2. 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 form. You will be notified as soon as possible if a call comes in.

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. Loud talking in class is disruptive to other students.

3. Do not bring children to class with you. This is an adult learning environment.
4. Eating, drinking coffee, etc are allowed only on a limited basis and if the following are observed:
 - 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
5. 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.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

To be announced

AD0101 Study Skills Tutorial Attendance Record

Date: _____

Student Name: _____

I.D.: _____

Purpose of Attendance: (check one)

_____ Work in computer lab A205 Specify _____

_____ Research in library. Specify _____

Attend special session in library or as authorized by instructor. Specify details.

_____ Meet 1-on-1 with instructor _____

Sign-in time: _____ Sign-out time: _____

Print name: _____ Authorized Signature: _____

AD0101 Study Skills Tutorial Attendance Record

SAMPLE

Date: Jan. 7, 2010

Student Name: Joe Student

I.D.: 09-0007

Purpose of Attendance: (check one)

X Work in computer lab A205 Specify Typing English Essay

_____ Research in library. Specify _____

Attend special session in library or as authorized by instructor. Specify details.

_____ Meet 1-on-1 with instructor _____

Sign-in time: 10:15 Sign-out time: 10:50

Print name: Natasha Hipkiss Authorized Signature: N. Hipkiss

AD0101 Accomplishment Sheet

Name: _____

Week of: _____

Day/Date	Course/Assignment
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	

Evaluation of My Success in the Course This Week:

Instructor's Comments/Grade for the Week:

Instructor's Signature: _____