



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – FALL 2019

AD0101 (A2) STUDY SKILLS TUTORIAL 5(0-0-5) 75 HOURS for 15 weeks

INSTRUCTOR: Glenda Delos Reyes, Ph.D. **PHONE:** 780-539-2826
OFFICE: J220 **E-MAIL:** gdelosreyes@gprc.ab.ca

OFFICE HOURS: Monday 12:00 – 15:00 Tuesday 9:00 – 12:00

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.

PREREQUISITE/CO-REQUISITE: Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take AD0101 Study Skills Tutorial.

REQUIRED TEXT/RESOURCE MATERIALS: A textbook will be provided.

DELIVERY MODE(S): 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 handed in every Friday.

COURSE 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. Students will be aware and invested in the idea of becoming lifelong learners.

LEARNING OUTCOMES: As a result of taking this course, students will gain the abilities 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 homework and studying around other life/work commitments
- Recognize, practice and use high-performance academic skills (including note taking, test taking and 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 College 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.
- Must submit at least **11 activity assignments**. Failing to submit the minimum of 11 activity assignments will result in a grade of no-credit for the course.
- If **TWO (2) or more Weekly Progress Sheets** and **(2) or more seminar handouts** are missed you will receive no credit for the course
- Activity assignments must be submitted at beginning of class on the due date. If not submitted on time the assignment will not be counted.
- Do all assigned reading homework.
- Weekly Progress Sheet and week's accomplishments section must be completed and the completed sheet must be handed in every Friday by 1:00 pm to my drop box. A minimum of **12 weekly progress sheets** are required.

GRADING CRITERIA: Credit will be given for completing the course requirements. Failing to do so will result in a no-credit grade.

COURSE SCHEDULE/ TENTATIVE TIMELINE: Guest lecturers will deliver presentations on Mondays during the scheduled class time.

STUDENT RESPONSIBILITIES:

- Attend class regularly.
- Arrive to class on time.
- Be prepared for class.
- Turn cell phone, etc. off during class time.
- If you eat in the classroom, remove garbage.
- Submit assignments on time.
- Use time wisely – have some school work to do.
- Do not waste time.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>.

Instructors reserve the right to use electronic plagiarism detection services on written assignments. **Instructors also reserve the right to ban the use of any form of electronics (cell phones, Blackberries, iPods, tablets, scanning pens, electronic dictionaries, etc.) during class and during exams.**

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