



**Grande Prairie Regional College**  
**School of Business**  
**Department: Academic Upgrading**

**COURSE OUTLINE – WINTER 2006**  
**AD 0101 - Study Skills Tutorial 5 (0-0-5)**

**Instructor's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Required Text**

You are required to purchase Ten Skills You Really Need to Succeed in School. It is available in the College bookstore. You should bring this book to class with you every day.

**Course 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.

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.

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 Attachment A**).

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 and during each scheduled Wednesday noon hour Academic Enrichment Series workshop. 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 B**) and return it to your instructor at the end of the class in order to be marked present for that class.

### **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 C**) 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 50 minutes of class time, and demonstrating progress in your work.
4. Attending all student success seminars and any other meetings required for sponsored students and ensuring that your attendance is recorded at those meetings.

**Attachment D** is a summary of the student success seminars you will be required to attend this semester as part of the course if you are a new student (**See Attachment D**).

## AUD STUDENT CLASSROOM DEPARTMENT GUIDELINES

### 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 see Lani in the main office and complete a form. Lani will then find you in class if any calls come 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. The loud talking in class is disruptive to other students.

3. Do not bring children to class with you. This is an adult learning environment and it is not an appropriate setting for children.

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.

## 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: September 7, 2005Student Name: Joe StudentI.D.: 09-0007**Purpose of Attendance: (check one)** Work in computer lab A205 Specify PLATO for Science 100 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: 10:50Print name: Caryl Sallows Authorized Signature: C. Sallows

**AD0101 Accomplishment Sheet**

Name: \_\_\_\_\_  
\_\_\_\_\_

Week of:

<b>Day/Date</b>	<b>Course/Assignment</b>
Monday: Date:	
Tuesday: Date:	
Wednesday: Date:	
Thursday: Date:	
Friday: Date:	

**Student Success Workshops**

Facilitator's Signature:

Title:

What I learned:

How useful I found the session:

**Evaluation of My Success in the Course This Week:**

**Instructor's Comments/Grade for the Week:**

**Instructor's Signature:**

**AD0101 Accomplishment Sheet**

**Name:** Joe Student

**Week of:** September 12-16, 2005

<b>Day/Date</b>	<b>Course/Assignment</b>
Day 1:	
Sept 12/05	Worked on math 100 – module 4 – exercises 1 & 2
Day 2:	
Sept.13/05	Completed MA100 – mod 4 – exercises 7 & 8 – started studying for exam
Day 3:	
Sept.14/05	Went to computer lab to work on PLATO for science 100
Day 4:	
Sept. 15/05	Completed vocab. and grammar assignments for English (pgs. 14 – 20 in workbook)
Day 5:	
Sept. 16/05	Worked on MA100 – mod 5 – exercises 4 & 5

**Student Success Workshops**

Facilitator’s Signature: Pam Smith

Title: Meet and Greet workshop

What I learned: Met lots of new friends. Learned I am a visual learner.

How useful I found the session: Interesting and helpful session. I feel better about how I learn now.

**Evaluation of My Success in the Course This Week:**

Had a good week. Attended all my classes, stayed on schedule in math.

**Instructor’s Comments/Grade for the Week:**

Good week – should work a little harder getting to class on time - CR

**Instructor’s Signature:**

## Student Success Workshops

Student Success Workshops offers workshops on a variety of educational, personal, and recreational topics. They provide opportunities for bringing together students, faculty and staff, in an informal setting to address issues and to exchange knowledge, ideas, and resources on an extensive range of topics. The aim is to foster interaction and learning in an open and supportive environment. These workshops will give students opportunities for meeting new people, personal growth, academic success and fun.

*ALL Workshops are on Wednesdays @ 11:45 – 12:45, Room D308*

*\* Except on February 1<sup>st</sup>, Room B206*

Workshop	Winter Date
<p><b>UNDERSTANDING YOUR LEARNING STYLE</b>  <b>Presenter: Joni Heffernan</b>            Are you wondering how you learn? Did you know that people learn in different ways? This workshop provides you with a brief learning style activity that will tell you if you need to take more notes, tape your lectures, or dance while you study! Get the semester off to a good start and improve your GPA by discovering your learning style and making the most of it!</p>	<p><b>January 11</b></p>
<p><b>NOTE TAKING &amp; USING YOUR TEXT</b>  <b>Presenter: Joni Heffernan</b>            “Do I need to write this down?” Deciding what to include in your notes can be difficult and frustrating. Learn tips on how to identify what to write down as well as how to create efficient notes to cut your study time! Are you wondering how to read 25 chapters in one week? The second part of this workshop will give you textbook reading strategies that will increase your time away from the books - guilt free!</p>	<p><b>Wednesday, January 18</b></p>
<p><b>MEMORY TIPS AND STUDY TECHNIQUES</b>  <b>Presenter: Cheryl Bereziuk</b>            Improve your memory and improve your GPA! This workshop provides you with clinically proven techniques that help you file and store information in your brain for retrieval at test time!</p>	<p><b>Wednesday, January 25</b></p>
<p><b>LET GO OF TEST ANXIETY</b>  <b>Presenter: Connie Korpan</b>            Stressed out about tests and examinations? Not sure how to study effectively? Attend this workshop and increase your GPA by learning successful exam writing techniques. You will learn ways to prepare yourself so you can think clearly and ace an exam.</p>	<p><b>Wednesday, February 1 Room B206</b></p>
<p><b>EMPLOYMENT: MARKETING YOU!</b>  <b>Presenter: Holly Sorgen, Youth Connections</b>            Whether you are looking for summer employment or full-time work after graduation this session is for you. Attend this workshop for tips on job hunting, resume writing, and the interview process, and get the job you want for the summer or for your future!</p>	<p><b>Wednesday, February 8</b></p>
<p><b>CAREER CHECK STOP!</b>  <b>Presenter: Gordon Pellerin &amp; Rosemary Kay</b>            Now that you’ve almost completed winter semester, are you wondering if you chose the right program? Or how your education will turn into a career? This workshop helps you figure out what your education can do for your career and how, if needed, you can change course.</p>	<p><b>Wednesday, March 1</b></p>

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