



Grande Prairie Regional College
School of Business
Department: Academic Upgrading

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

Instructor's Name: _____

Instructor's Office: _____

Instructor's Phone Number: _____

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 teaching 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/stdyhlp.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 Student Success 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. (Check your handout)

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

SAMPLEDate: September 7, 2006Student 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: _____

Attendance: P=present A=absent H=holiday

Monday	Tuesday	Wednesday	Thursday	Friday

SELF- SABOTAGE

<i>New Vocabulary</i>	<i>Definition</i>
Self-Sabotage	
Unconscious forces	
Course correction	

Three (3) things I learned:
•
•
•

Reflection of my successes/struggles this week:

Instructor's Comments/Signature:
