



ACADEMIC FOUNDATIONS

SUR 005F

Survival Skills for School and the Workplace

Instructor:

MARION GARIEPY

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Instructor Information

Marion Gariepy
780-679-3767
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Office Hours: Thursday 3:00-5:00 pm.
Please contact me to arrange an appointment time that suits your schedule.

Course Description

Students will learn how to: take tests, make notes, do research, and do homework. The SQ3R method will be taught. Students will learn how to control test-anxiety. Students will learn how to apply these skills in their courses.

Pre-requisites: none Co-requisites: none Credits: 2.00 16 weeks 2 hours lecture

Credit Type: Pass / Fail

Duration: 3 September 2014 – 19 December 2014

Class Schedule: Monday and Wednesday 3:00 – 4:00 pm.
Room 111

Teaching and Learning Methodologies

Discussion and sharing of ideas will be emphasized. Computers and the internet will be used for research.

Required Resources

Loose-leaf paper
Binder
Pens/pencils

Readings will be provided.

Course Outcomes

Upon completion of this course, the successful student will:

- * Use the SQ3R/SQ4R reading method
- * Employ appropriate note taking strategies
- * Perform research using the library and the internet
- * Understand the benefits of homework and do it
- * Go to a variety of resources for homework help
- * Apply test taking skills and strategies to optimize test results and reduce anxiety
- * Transfer skills learned to other courses

Evaluation

There will be no examinations in this course.

Letter grades will be used to mark assignments and tests.

Final course evaluation will use a holistic, most recent/most consistent approach, which will be explained in class. Final grade will be Pass/Fail.

Performance Requirements

Student Attendance

The most important things students can do to succeed are to attend every class and participate actively. Class attendance maximizes a student's learning experience. Attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course. Please refer to pages 32 to 36 of the Credit Calendar.

Student Preparation

Attendance: It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and/or notes that may be due.

Academic Misconduct (pages 33-34 of the Credit Calendar)

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- * Plagiarism or the submission of another person's work as one's own
- * The use of unauthorized aids in assignments or examinations
- * Unauthorized collaboration with others in preparing work
- * The deliberate misrepresentation of qualifications
- * The willful distortion of results or data
- * Substitution in an examination by another person

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

COUNSELLING AND DISABILITY SERVICES

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career, and academic counselling.

Disability Services provides educational services to students with disabilities.

Both Counselling and Disability Services are located in CC167.

Course Topics

1. Intro to survival skills
2. Critical thinking
3. Goal setting
4. Organizing time and space
5. Learning styles
6. Note taking
7. Reading Skills
8. Building Memory
9. Test taking skills
10. Information literacy
11. Choices

IMPORTANT DATES – FALL 2014

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|---|--------------|
| Orientation Day | September 2 |
| First Day of Class | September 3 |
| Last day to ADD Courses | September 9 |
| Tuition is due (\$100 late fee charged after this date) | September 9 |
| Last day to DROP Courses with full refund (\$100 deposit is non-refundable) | September 16 |
| Last day to WAIVE SAKC health and dental plan or add family | September 16 |
| Last day to submit Keyano College Fall Awards Applications | September 30 |
| Last day to WITHDRAW with a refund (50%) | October 10 |
| Last day to WITHDRAW (Grade of W) | November 26 |

COLLEGE HOLIDAYS

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|------------------------|-------------------------------|
| Monday, September 1st | College closed – Labour Day |
| Monday, October, 13th | College closed – Thanksgiving |
| Monday, November, 11th | No classes – Remembrance Day |

CONTACT INFORMATION FOR THE OFFICE OF THE REGISTRAR

Please Note: It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other required forms. Please refer to the List of Important Dates noted in your course outline.

Keyano College
Office of the Registrar
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
Tel: (780)791-4801
Fax: (780)791-4952
Keyano College Main Switchboard Toll Free: 1-800-251-1408
E-mail: registrar@keyano.ca

Authorizations:

This course outline has been authorized by the following individuals:

Marion Gariepy (Instructor)

Lisa Turner (Department Chairperson)

Guy Harmer (Dean)

Course Outline Effective Date: 09/03/2014
MM/DD/YYYY