KEYANO COLLEGE

ACADEMIC FOUNDATIONS PROGRAM

FORT CHIPEWYAN

WINTER 2013/2014 (January)

SURVIVAL 005 Room FC – 114 Lecture F

Instructor: Maureen Clarke

Office Hours: Monday 9:00 – 9:50 3:00 – 3:50
Tuesday 9:00 – 9:50
Wednesday 2:00 – 2:50
Thursday 2:00 – 2:50

Office Phone: 697 – 37687
Home Phone: 697 – 3923

E-mail: maureen.clarke@keyano.ca
mauclarke@yahoo.com

Course Hours: Monday 1:00 – 1:50
2:00 – 2:50

Hours of Instruction: 2 50-minutes classes per week

Credits: 2

Length of course: 16 weeks Jan 6 – April 30

Prerequisite: N/A

Text: There will be various hand outs and assignments structured around a variety of academic skills, including a variety of presentations.

Important Dates for Academic Schedule:

Jan 1 College closed – New Year’s Day
Jan 6 Winter semester begins - Orientation Day
Jan. 6 First day of class
Jan. 10 Last day to add classes
Winter semester fees due
Jan 17 Last day to drop course(s) for academics
Jan 31 Last day to withdraw from course(s) with 50% refund of tuition fees
Feb. 17 College closed – Family Day
Feb. 24 – 28 Reading Week
Mar. 7    Last day to withdraw without academic penalty
April 18  College closed – Good Friday
April 21  College closed – Easter Monday
April 23  Last day of class
April 25 - 30 Final Exams
April 30   End of winter semester for academics
May 2     Graduation – Fort Chipewyan

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.

Course outcomes:

At the completion of the course, students will be able to:

- Use the SQ3R/SQ4R reading method
- Employ appropriate note taking strategies
- Perform research using the library and 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 their other courses
- Add to their personal strengths in order to become a better student
- Gain interpersonal skills that will be of use in the classroom, at home and in the work force

COURSE SCHEDULE

Jan 6    Intro to class content
         Review of course outline
         Discussion of class responsibilities
Jan 13   Learning styles
Jan 20   Perspective/Perception
         “What do you see?”
Jan 27   Improve: test taking skills, self-esteem and confidence
Feb 3    Organization and assignment tips
Feb 10   Listening behaviors
         Hearing vs listening
Empathic listening
Feb  Family Day
Feb 24  Reading Week beginning
Mar 3  Memory skills
Mar 10 Questioning behaviors: The 5W’s
Effective information gathering
Interviewing
Mar 17 Preparing for a job interview
Mar 24  Research skills
Mar 31  Dealing with stress
April 7 Assignments done within the computer lab
April 14 Final Review Week

EVALUATION

<table>
<thead>
<tr>
<th>Written assignments</th>
<th>20%</th>
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<tbody>
<tr>
<td>Group work</td>
<td>20%</td>
</tr>
<tr>
<td>Oral projects</td>
<td>15%</td>
</tr>
<tr>
<td>Computer lab assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Response to videos</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance and participation</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
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GRADE POINT

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>91 – 100</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>3.8</td>
<td>85 – 90</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 84</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>2.7</td>
<td>76 – 79</td>
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<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>73 – 75</td>
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<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
<td>67 – 69</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
<td>64 – 66</td>
</tr>
</tbody>
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PROGRESSION

| PASS              | C-          | 1.7       | 60 – 63    |
| Poor              | D+          | 1.3       | 57 – 59    |
| Minimum Pass      | D           | 1.0       | 50 – 56    |
Failure F 0.0 0 – 49

Overall Expectations:

Please turn off cell phones, MP3 players and any other electronic devices.

Assignments: Assignments must be dated and submitted to the instructor no later than 4:00 pm on the day on which the assignment is due. Late assignments will be accepted but a penalty of 2% per date to a maximum of 10% will be deducted from the assignment mark. Exemptions for assignments may be granted in exceptional circumstances beyond the control of the student. A 5% bonus mark will be given to all assignments that are turned in on time.

Punctuality: Punctuality is important. Students are expected to be ready to begin work when the class is scheduled to begin. Therefore, students are encouraged to arrive at class a minute or two early so that they may organize their working materials by starting time. Late arrival is detrimental to the student and inconsiderate of the instructor and other students. Arrival in good time is associated with success and is considerate of the instructor and other students.

Attendance: Students are expected to attend all classes. Should a student miss a class for any reason, it is his/her responsibility to cover the work missed and be ready for the next class.

If you want to be assured of success in this course, the following three things will most often grant that to you.

1. Attend every day and get involved in the class. When you can’t attend, cover the work done anyway.
2. Ask a question when you do not understand the work and keep asking until you get an explanation you can understand. Feel free to ask for help from the Skill Center, your peers and the instructor. Remember that the Skill Center is for “support”, not to “teach” you course content due to lack of attendance.
3. Do all of the daily work given or give it your very best effort and get help with the parts you are unable to complete.

STUDENTS RIGHTS AND RESPONSIBILITIES

Students should be aware of their rights and responsibilities as laid out in the Keyano College Credit Calendar 2013 – 2014. In order to “refrain from unduly disturbing, disrupting or otherwise interfering with studies…” (KCCC 2013 – 2014, p. 36) students should turn cell phones and pagers off when they come to class, and refrain from bringing children or other visitors to class.
LEARNER ASSISTANCE PROGRAM (LAP)

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office (780) 792 – 5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. They can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

HAVE A GREAT SEMESTER!