



Course Outline

ACADEMIC FOUNDATIONS

SUR 005F
ACADEMIC SURVIVAL SKILLS
Fall, 2012

2 CREDITS
2 HOURS PER WEEK

Norma Jean Davis, Instructor

Date

Reviewed and approved by:

Margo Vermillion, Chair

Date

Guy Harmer, Dean

Date

- Instructor:** Norma Jean Davis
- Telephone:** 697-3767 (college)
697-3855 (home) * Before 10:00 p.m.
- e-mail:** normajean.davis@keyano.ca
- Office Hours:** Tuesday and Wednesday 10:30 a.m.-11-20 a.m. (Room 113). We can arrange a more convenient time.
- Class Times:** Friday 8:30 a.m.-9:20 a.m. and 9:30 a.m.-10:20 a.m.

Sur 005F Course Description:

This course introduces students to the various skills and techniques that will allow them become successful in their academic and professional careers. Through practical exercises and applications, students will become familiar with their individual preferences in terms of learning styles, problem solving skills and communication skills

This is a course that will allow students to review grammar, and the mechanics of sentence and paragraph writing.

Texts:

Various hand outs and assignments structured around a variety of academic skills.
Variety of presentations

Topics covered will include:

- Learning profiles
- Study skills
- Time management
- Interpersonal communication
- Organizational skills
- SQ3R
- Memory tips
- Avoidance of test anxiety

This course will allow you to add to your personal strengths in order to become a stronger student and a vital member of the workforce. Through active participation, students will gather interpersonal skills that will be of use within the classroom as well as at home and the world of work.

Course Evaluation

Written assignments	20%
Group work	20%
Oral projects	15 %
Computer lab assignments	20%
Response to videos	15%
Attendance and Participation	<u>10%</u>
TOTAL:	100%

Please note: Success within Sur 005 will be obtained through strong attendance and interested participation. Sur 005 is one of the necessary courses required for an Academic Foundations Diploma.

Grading System: Keyano College uses a grading system using letter grades, based on the following:

Descriptor	Alpha Grade	4.0 Scale	Percentage
Excellent	A+	4.0	91-100%
	A	3.8	86-90
	A-	3.7	80-85
Good	B+	3.3	76-79%
	B	3.0	73-75
	B-	2.7	70-72
Satisfactory	C+	2.3	67-69%
	C	2.0	64-66
	C-	1.7	60-63 (minimum required to progress)
Pass	D+	1.3	57-59%
Minimum Pass	D	1.0	50-56
Failure	F	0.0	0-49

Suggested Resources:

Students must supply:

- ✓ Loose leaf lined paper
- ✓ Binder
- ✓ Pens, pencils, eraser
- ✓ USB drive

Class Schedule

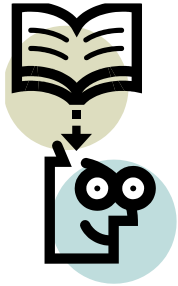
September 7 th	First Day of Class, Winter Semester Introduction of class content, review of course outline and discussion of class responsibilities. Getting to know one another
Week of Sept. 10 th	Learning Styles
Week of Jan. 16 th	Perspective and Perception assignments "What do you see?"
Week of Sept.17 th	Improve your test taking skills Self esteem and confidence
Week of September 24 th	Organization and assignment tips
Week of Oct. 1 st	Listening Behaviours Hearing vs. Listening Empathic Listening
October 8 th	Thanksgiving- College closed
Week of October 9 th	Memory skills
Week of October 15 th	Questioning Behaviours: The 5 W's Effective information gathering Interviewing
Week of Oct.22 nd	Preparing for a job interview
Week of Oct.29 th	Dealing with stress.
Week of November 5 th	Research skills
November 12 th	Day in lieu of Remembrance Day-College closed
Week of November 19 th	Assignments done within the computer lab.
December 3 rd	Final Review Week
December 10 th	Wrap up of Sur 005

****Please note: This is a tentative schedule and may be changed at the Instructor's discretion.**

Student Responsibilities:

- ✓ Regular class attendance - necessary to succeed in any course. **Punctuality – The College requires that all student "Absent's" and "Late's" be recorded.*
- ✓ Inform instructor of planned/expected absences.
- ✓ Do not hesitate to request assistance from the instructor as needed.
- ✓ Plagiarism (passing off as one's own the ideas or words of another) . It will result in you receiving a zero on an assignment or test.
- ✓ Students should be aware of their rights and responsibilities indicated in the *Keyano College Credit Calendar 2012-2013* on pages 36-40.
- ✓ In order to "refrain from unduly disturbing, disrupting or otherwise interfering with studies; students should turn cell phones and pagers off when they come to class.

LEARNER ASSISTANCE PROGRAM



If you have been diagnosed with a Learning Disability in the past, or you feel that you would benefit from some assistance from a Disabilities Counsellor, please call our office 780-792-5608 to book an appointment. Services and accommodations are intended to assist you in your course, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, receiving accommodations, and your overall success at Keyano College.

Academic regulations regarding examinations, transfers, grades, policies, student rights and responsibilities, financial aid and awards can be found in the printed Keyano College calendar or online.

http://keyano.ca/sites/default/files/a_files/calendars/academic%20regulations%20-%20credit%20calendar.pdf

Important Dates

September 3 Monday	College closed (Labour Day)
September 4 Tuesday	Orientation Day
September 5 Wed	Fall semester begins for academic programs
September 11 Tuesday	Last day to add courses Fall semester fees due
September 12 Wed	Fall late fee applied
September 18 Tuesday	Last day to drop courses or waive Health and Dental
September 21 Friday	Fall Awards application deadline
October 8 Monday	College closed (Thanksgiving Day)
October 12 Friday	Last day to withdraw with a 50% refund
October 26 Friday	Last day to withdraw without academic penalty
November 12 Monday	No classes (holiday in place of Remembrance Day)
December 13 Thursday	Last day of classes for Academic Upgrading
December 14-19	Final Exams for Academic Upgrading
December 21 Friday	End of fall semester for academic programs
December 25–31	College closed (Christmas Break)

The above dates can be found in the printed Keyano College calendar and on the Keyano website.