

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: BECOMING A MASTER STUDENT

CODE NO.: BMS101 SEMESTER: ONE

PROGRAM: BUSINESS COMMON
CHEF TRAINING
ENGINEERING TECHNOLOGY (ARCHITECTUAL
TECHNICIAN, CIVIL ENGINEERING TECHNICIAN,
COMPUTER ENGINEERING TECHNICAN)
ELECTRICAL ENGINEERING (COMMON),
MECHANICAL ENGINEERING (COMMON),
OFFICE ADMINISTRATION (COMMON AND GENERAL)

AUTHOR: ELSIE LALONDE

DATE: 1994 08 22

PREVIOUS OUTLINE
DATED: 1993 09

New: _____ Revised: X

APPROVED: *Rose M. Lavoie* 94/08/25
DEAN, SCHOOL OF BUSINESS & HOSPITALITY DATE

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TOTAL CREDITS HOURS: 45

PROGRAM CREDITS: 3

PREREQUISITE(S): NONE

I. PHILOSOPHY/GOALS:

This course is designed to maximize the student's opportunity to experience both academically and personally through the use of the newest and most efficient techniques for dealing with topics such as: time planning, test taking, communication skills, study techniques, question-asking skills, library skills, personal style inventories (aptitude, interest, learning, etc.); and managing personal, business and relationship issues.

II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES):

Upon successful completion of this course the student will:

1. Discuss how he/she is responsible for his/her experience in college.
2. Describe ways he/she can create a successful and satisfying experience at college.
3. List and describe specific methods to:
 - 3.1 improve ability to recall information
 - 3.2 manage time more efficiently
 - 3.3 read a textbook with improved retention
 - 3.4 prepare for and take tests
 - 3.5 take effective notes
 - 3.6 present clear reports, both written and verbal
 - 3.7 listen to a lecture for comprehension
4. Describe and utilize a model of communication that is effective for sending and receiving information.
5. Utilize a model of communication that facilitates listening to confronting friends, roommates, family members and instructors.
6. Examine personal ideas and decisions regarding issues typically faced by college students such as personal relationships, drug abuse, health-related practices, and budgeting money.

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7. Prepare a personal profile (aptitudes, interest, learning styles, etc.).
8. Match resources that are available on campus and in the community that can assist students with: problems related to health, academics, personal relationships, discrimination, substance abuse, on- and off-campus living, library research, course changes, part-time work, financial aid, independent study, social issues, etc.
9. Locate and utilize a variety of library services and resource materials. These include: dictionary, thesaurus, card catalogues, Reader's Guide to Periodic Literature, inter-library lending, audio-visual equipment, and computer searches. Note: This will not be covered if already covered by the English Department.
10. Describe and discuss several different procedures for planning, monitoring and managing time.
11. Discuss several procedures for focusing attention on the task at hand when reading, listening, keyboarding, taking notes and completing tests.
12. Describe methods for identifying and formulating question that will help eliminate confusion. Describe methods and list resources for finding answers to well-formulated questions.
13. Report, in writing and verbally, to fellow students and course instructors current experiences at college including problems, frustrations, and successes.
14. List several guidelines for making effective plans that help guarantee success.

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III. TOPICS TO BE COVERED:

1. Ideas are Tools
2. Diversity (cultural, age, sex, disabilities, learning styles)
3. Time
4. Memory
5. Reading
6. Notes
7. Tests
8. Writing
9. Relationships
10. Health
11. Money
12. Resources
13. Application Techniques (attitude, affirmations and visualization)

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

SUBJECT TO CHANGE AND ADDITIONS AS REQUIRED

Learning Activities:

Required Resources:

NOTE: All References to Text, unless otherwise specified, will refer to Becoming a Master Student, Seventh Edition.

1.0 Ideas are Tools

1.1 Read and listen to instructor overview

Text - Becoming a Master Student
Introduction, pp. 1-4

Course Outline - handout

1.2 View

Video

1.3 Read

Text: CH. 1, pp. 7-32

1.4 Assignment - Quiz/Evaluation

Text: 33-34

1.5 Assignment - Discovery Wheel

Text: CH. 1, pp. 20-24

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2.0 Diversity

2.1 Read and listen to instructor overview Text: CH. 2, pp. 36-59

2.2 Assignment - Quiz/Evaluation Text: 60-61

2.3 Assignment - Get the name and phone number of one person in each of your classes (so you can call them if you have any questions about notes or readings) and find out something interesting about him/her. Turn in on a 3 x 5 card.

2.4 Assignment - Get the names of all instructors. Include office hours, office telephone number and extension, and office hours. Turn in on a 3 x 5 card.

3.0 Time Management

3.1 Read and listen to instructor overview Text: CH. 3, pp. 62-93

3.2 View Video

3.3 Assignment - Quiz/Evaluation Text: pp. 93-95

3.4 Assignment - Time Plan/Monitor Text: pp. 67-69

3.5 Assignment - Long-Term Planning Text: pp. 83-84

4.0 Memory

4.1 Read and listen to instructor overview Text: CH. 4, pp. 96-112

4.2 Assignment - Quiz/Evaluation Text: Quiz 113-115

4.3 Assignment - Bring Student Handbook Calendar for OPEN BOOK QUIZ Student Handbook/Calendar

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- 5.0 Reading
- 5.1 Read and listen to instructor overview Text: CH. 5, pp. 116-132
- 5.2 Assignment - Quiz/Evaluation Text: pp. 133-135
- 5.3 Assignment - Create a Concept Map (see text p. 125) for a chapter in one of your other courses. Specify - name of course, chapter title, number and instructor. Note - each class member must work on same chapter. Class can select chapter of interest. Text from another class.
- (Submit - neatly printed or typed.)
- 5.4 Field Trip/Library Assignment Sault College Library
- 6.0 Notes
- 6.1 Read and listen to instructor overview Text: CH. 6, pp. 136-156
- 6.2 Assignment - Quiz/Evaluation Text: pp. 157-159
- 6.3 Assignment - Using assignment method take notes for one week in one of your other courses. Bring notes to class.
- 7.0 Tests
- 7.1 Read and listen to instructor overview Text: CH. 7, pp. 160-182
- 7.2 Assignment - Quiz/Evaluation Text: pp. 183-185
- 7.3 Establish a study group for one of your classes (minimum 3-4 members). Submit an 3 x 5 card with members' names, phone numbers, name of class and scheduled meeting time and place.

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8.0 Thinking

8.1 Read and listen to instructor overview Text: CH. 8, pp. 186-214

8.2 Assignment - Quiz/Evaluation Text: pp. 215-216

8.3 Assignment - 1-pg. printed or typed - Essay on "What I Wish Somebody'd Told Me Before I Came"

8.4 Campus Resources Report

9.0 Writing

9.1 Read and listen to instructor overview Text: CH. 9, pp. 218-236

9.2 Assignment - Quiz/Evaluation Text: pp. 237-238

9.3 Assignment: List on 3 x 5 card two places/methods to obtain term paper references

10.0 Relationships

10.1 Read and listen to instructor overview Text: CH. 10, pp.240-265

10.2 Assignment - Quiz/Evaluation Text: pp. 265-266

10.3 Assignment - Attend a meeting of a campus or community organization. On a 3 x 5 card submit name, date, agenda and one point of new information you learned.

11.0 Health

11.1 Read and listen to instructor overview Text: CH. 11, pp.268-288

11.2 Assignment - Quiz/Evaluation Text: pp. 289-290

11.3 Report on a 3 x 5 card something positive you do for your health.

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12.0 Money

12.1 Read and listen to instructor overview Text: CH. 12, pp.292-320

12.2 Assignment - Quiz/Evaluation Text: pp. 321-322

12.3 Assignment - Prepare and bring a tentative budget for next semester

13.0 Resources

13.1 Read and listen to instructor overview Text: CH. 13, pp.324-338

13.2 Assignment - Quiz/Evaluation Text: pp. 339-340

13.3 Assignment - List 3 campus resources and 3 community resources on 3 x 5 card

FINAL ASSIGNMENT - COMPREHENSIVE ESSAY 300 WORD (TYPED)

14.0 Read and listen to instructor overview Text: CH. 14, pp.342-364

14.1 Assignment - Quiz/Evaluation Text: pp. 365-366

14.2 Assignment - 2nd Discovery Wheel. Compare with 1st Discovery Wheel and by categories on a 3 x 5 card show a column for beginning level, ending level, degree of change

15.0 Styles Inventory

15.1 Attend test preview sessions Differential Aptitude
Strong Interest Inventory
Myers-Briggs Type
Indicator

15.2 Complete above tests plus others as assigned by instructor

15.3 Prepare a Personal Styles Inventory based on your test results during course

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TEACHING STRATEGIES:

The above activities will also include small group discussions; individual, dyad and group exercises; guest lectures, various media (video, tape, etc.), telephone interviews, group sharing, field and out-of-class assignments.

V. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS, ETC.)

The grade earned for this course will be determined by the number of points each student accumulated. Students should keep track of the number of points they have earned. Specific information will be provided about everything in this course for which points may be earned. Any conscientious student who listens and reads with comprehension and who speaks and writes clearly can earn the maximum number or points possible. Each person is directly responsible for determining his/her own grade by the amount of time and effort that he/she expends. It is expected that the students in this course will work hard and earn high grades.

(13) Test/Quiz (using varying testing strategies) or Perspective/Feedbacks	30%
(14) Text Homework Quizzes and all assignments (*)	30%
Attendance (**)	30%
Comprehensive Essay (CH. 1-12)	10%
TOTAL	100%

(*) TEXT HOMEWORK QUIZZES AND ASSIGNMENTS - no points awarded if late; however, prior to being eligible to submit the Comprehensive Essay all material (quizzes and assignments) must be submitted.

(**) ATTENDANCE

1. Attendance is compulsory. Maximum of three (3) class hours may be missed without a penalty being applied to the 30% allocation to the Final grade being affected. Beyond the three grace class hours, 10%/day will be deducted from unauthorized absences (not documentable). Six (6) class hours of unauthorized absences will expend the 30% grade portion.

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2. Absentee documentation procedure: You must contact the instructor prior to the class and provide a valid reason for absence. You must make arrangements to successfully complete any work or test missed.
3. Contact:

TELEPHONE - direct or voice mail

Elsie Lalonde (705) 759-2554, Ext. 679
Chris Zielinski, Dean's Secretary (705) 759-2554, Ext. 675

FAX: (705) 759-1319

OFFICE: A-Wing; Room A2062 (enter through A2060)

MAIL: P.O. Box 60, Sault Ste. Marie, ON P6A 5L3
4. Failure to contact instructor will mean the student has forfeited the right to write the applicable weekly Test/Quiz/Perspective/Feedbacks.

Numerical Equivalents:

A+	90 - 100% (consistently outstanding)
A	80 - 89% (outstanding achievement)
B	70 - 79% (consistently above average)
C	60 - 69% (satisfactory or acceptable achievement)
R	0 - 59% (course must be repeated)

VI. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

(to be established)

VII. REQUIRED STUDENT RESOURCES:

BECOMING A MASTER STUDENT, Seventh Edition, Houghton Mifflin Company (1994). Author: David B. Ellis.

VIII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY:

Book Section (TITLE, PUBLISHER, EDITION, DATE, LIBRARY CALL NUMBER IF APPLICABLE - SEE ATTACHED EXAMPLE) - Nil

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Periodical Section (MAGAZINES, ARTICLES)

Roget's Thesaurus
Dictionaries
Card Catalogues
Computer Searches
Inter-library Lending

Audiovisual Section (FILMS, FILMSTRIPS, TRANSPARENCIES)

Nil (this will be updated as material becomes available)

IX. SPECIAL NOTES

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

X. COURSE ANALYSIS SHEET (see attached)

Not available at this time.