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| **SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**  **SAULT STE. MARIE, ONTARIO**   COURSE OUTLINE | | | | | |
| **COURSE TITLE:** | ACE Self Management / Self Direction | | | | |
| **CODE NO. :** | SEL93 | | **SEMESTER:** | Winter 2010 | |
| **PROGRAM:** | Academic Upgrading | | | | |
| **AUTHOR:** | Heather Ferguson | | | | |
| **DATE:** | Jan 2010 | **PREVIOUS OUTLINE DATED:** | | | May 2009 |
| **APPROVED:** |  | | | |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CHAIR | | | | **\_\_\_\_\_\_\_**  **DATE** |
| **TOTAL CREDITS:** | No post-secondary credit | | | | |
| **PREREQUISITE(S):** | ENG044, appropriate score on the English placement exam, or permission of the instructor | | | | |
| **HOURS/WEEK:** | 2 hours in-class | | | | |
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| *For additional information, please contact Rick Wing, Dean* | | | | | |
| *School of Continuing Education, Hospitality, and Access Programs* | | | | | |
| *(705) 759-2554, Ext. 2405* | | | | | |

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| **I.** | **COURSE DESCRIPTION:**  The Self-Direction course provides students with an opportunity to learn and use success strategies that can be applied to their academic, employment and personal lives.  The strategies will equip them with the knowledge, skills and behaviors to become effective, confident and flexible learners.  The course will focus on areas such as self-reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics and career/employment exploration. |

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| **II.** | **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:** | |
|  | Upon successful completion of this course, the student will demonstrate the ability to: | |
|  | 1. | **Become a self-directed learner capable of achieving the best possible results in school, work and personal life.** Students who have successfully completed this course will have demonstrated their ability to use success strategies that promote lifelong learning that can be applied in their personal, employment and academic lives. |
|  |  | Potential Elements of the Performance:   * Demonstrate a variety of self-assessment and self-reflection techniques * Use systematic methods to solve problems and make decisions * Demonstrate responsibility in his/her role as learner * Formulate achievable educational, employment and personal goals * Use efficient learning strategies to facilitate the learning process * Use organizational techniques and approaches to meet deadlines * Work effectively with other students on an individual basis and in a group setting * Demonstrate knowledge and use of college structure, supports and resources * Demonstrate knowledge of community resources, structures and supports * Embrace the belief that learning continues for life |

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| **III.** | **TOPICS:** | |
|  | 1. | Self-Assessment and Reflection |
|  | 2. | Organizational Skills (Time mgmt, goal-setting, training plans) |
|  | 3. | Career preparation and job search strategies |
|  | 4. | Study Skills and Learning Strategies |
|  | 5. | Critical Thinking and Decision Making |
|  | 6. | Communication Skills (Conflict Resolution and Group Interaction) |
|  | 7. | Diversity and Relationships |

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| **IV.** | **REQUIRED RESOURCES/TEXTS/MATERIALS:**  *BAMS: The Essential Guide to Becoming a Master Student*. Oscar Velasquez. Wadsworth-Cengage Learning (2010).  Various modules provided by the Academic Upgrading office. |

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| **V.** | **EVALUATION PROCESS/GRADING SYSTEM:**  Journaling/reflection papers 39%  Exercises/assignments 23%  Quizzes 21%  Career research module 17% |
|  | The following semester grades will be assigned to students: |

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|  | Grade | Definition |
|  | A+ | 90 – 100% |
|  | A | 80 – 89% |
|  | B | 70 – 79% |
|  | F (Fail) | 69% and below |
|  | W | Student has withdrawn from the course without academic penalty. |

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| **VI.** | **SPECIAL NOTES:** | |
| Course Outline Amendments:  The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources. | |
| Retention of Course Outlines:  It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions. | |
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| Disability Services:  If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you. | |
| Communication:  The College considers ***WebCT/LMS***as the primary channel of communication for each course.  Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information.  Success in this course may be directly related to your willingness to take advantage of the ***Learning Management System*** communication tool. | |
| Plagiarism:  Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material. | |
| Student Portal:  The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations.  Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>. | |
| Electronic Devices in the Classroom:  Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction.  With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College. | |
| Attendance:  Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. | |
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