

I. COURSE DESCRIPTION:

This course will provide you with the opportunity to explore success strategies for college and life. You will investigate external and internal aspects that influence your character; develop awareness of college, community, family, and relationships; explore learning and communication styles, attitudes, and life-long learning applications to future career and life. You will discover specific abilities and characteristics that will provide you the opportunity for personal growth and increased well-being to function at a higher level of human understanding. These areas will be developed through classroom discussion, personal surveys, journal entries, presentation reviews, analysis of case studies, readings, instructional games/exercises, and problem-solving challenges, etc. This course meets the general education theme of Personal Understanding.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Develop skills to adapt to college life
Potential Elements of the Performance:
 - Learn college customs i.e. expectations, policies, formats
 - Explore college resources
 - Demonstrate improvement in academic skills (oral presentation skills, reading strategies, note-taking, memory techniques, etc.).

2. Explore personal responsibility and one's academic and personal potential
Potential Elements of the Performance:
 - Develop guided-journal writing techniques
 - Explore personal evolution including past, present, and future choices and opportunities
 - Reflect on personal strengths and how to best use them
 - Identify one's roles and dreams
 - Discover personal weaknesses and create a plan to make changes
 - Reflect on one's "multiple intelligences" and one's preferred learning styles

3. Discover and apply self-management techniques to increase personal well-being
Potential Elements of the Performance:
 - Examine time management tools
 - Identify procrastination factors
 - Construct a personalized time management schedule
 - Assess personal stress level
 - Formulate a plan to reduce stress
 - Identify elements of good financial management
 - Explore available financial opportunities

4. Explore and appreciate the benefits of healthy interdependent relationships
Potential Elements of the Performance:
 - Identify dependent, co-dependent, independent, and interdependent relationships in everyday life
 - Improve listening skills
 - Develop assertive communication skills

5. Gain Self Awareness
Potential Elements of the Performance:
 - Identify self-sabotaging forces
 - Investigate one's ethic values, self-respect, and integrity
 - Understand the emotional intelligence theory
 - Assess one's emotional intelligence

6. Adopt life-long learning
Potential Elements of the Performance:
 - Differentiate approaches to learning: deep, surface, and strategic learning
 - Complete learning styles assessments
 - Explore opportunities of adapting teaching and learning strategies

III. TOPICS:

1. Skills to improve the quality of college experience and personal life.
2. Personal responsibility.
3. Roles, dreams, and life plan.
4. Self-management techniques to increase personal well-being.
5. Interdependent relationships and assertiveness.
6. Self-awareness
7. Life-long learning.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Instructors will provide class notes and handouts, which will be posted on LMS.

V. EVALUATION PROCESS/GRADING SYSTEM (*):

Written assignments	40 %
Presentation	15 %
Midterm	20 %
Final project	25 %
Total:	100 %

(*) In the interest of keeping this course outline succinct, specific instructions, due dates, and marking schemes for each assignment will be announced and circulated the first two weeks of class and will be posted on LMS.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

VI. SPECIAL NOTES:

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.

ALL ASSIGNMENT SUBMISSIONS TAKE PLACE IN THE CLASSROOM AND ARE PERSONAL. Students are responsible for submitting assignments on time, in the classroom, and personally to the professor. The professor will not grade electronic assignments or assignments left in her office mailbox or under her office door. If a student misses a class when an assignment is due, s/he is responsible to deliver the assignment personally to the professor.

LATE SUBMISSION of assignments will be accepted but 10 % of the assignment grade will be deducted per late day up to one week past the due date. Following the first late week, an extra 10 % will be deducted per each late week. No late assignments will be accepted once the professor has returned marked assignments to the class. Late assignments will be submitted only during class time and in class.

STUDENT-PROFESSOR CONSULTATIONS are designed to help students plan, orient and organize their workload. For that reason, students will receive credit for attending them to discuss their work plan. They are to be considered an important component of the learning process. Dates and times of consultation will be announced in class and circulated through LMS. Once announced, consultations will not be rescheduled unless the student contacts the professor BEFORE the consultation. Missing a consultation without PREVIOUS notice to the professor will result in not getting credit for this evaluation component.

A MAKE UP EXAM CAN BE WRITTEN only if:

- the student contacts the professor in writing BEFORE the test;
- demonstrates that s/he is under exceptional circumstances that do not allow him/her to write the test on the scheduled date and time;
- the student has attended at least 75 % of the classes before the day of the exam;
- the professor has granted permission.

THE COURSE CONTENT AND THE EVALUATION SYSTEM CAN BE MODIFIED at the instructor's discretion in order to meet students' needs. All changes will be communicated to the students in class and through LMS.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.