

# COURSE SYLLABUS



COURSE TITLE:	LRNS 102 – Learning Skills for Technology
CLASS SECTION:	X01
TERM:	2021F
COURSE CREDITS:	2
DELIVERY METHOD(S):	Lecture

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Richard “Zack” Zajchowski

EMAIL: [zackr@camosun.bc.ca](mailto:zackr@camosun.bc.ca) or use the D2L email Tool during the course term

OFFICE: CBA 154

HOURS: **Thursdays** 11:00 am to 12:45pm, after class and by appointment - email me for an appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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This course will help students learn strategies to solve quantitative problems more effectively as well as strategies in standard learning skills areas such as time management and exam preparations. Special emphasis will be given to those strategies specifically needed in mathematical problem-solving courses such as understanding concepts efficiently and solving problems systematically.

**PREREQUISITES or CO-REQUISITES:** C in Math 11, C in MATH 072, C in MATH 135, C in MATH 137, C in MATH 139, C in MATH 155

**EXCLUSION(S):** Only available to students in ICS 1<sup>st</sup> year or Technology Access

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful of this course will have reliably demonstrated the ability to:

- Assess personal strengths and weaknesses in each of the learning-skills topic areas such as problem solving, time management, exam preparation and writing, etc.
- Recall and apply specific strategies from each of these learning-skills topic areas in order to improve and/or sustain learning and problem-solving effectiveness

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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No text book is required for this course. The text chapters will be provided in the D2L Content of each class.

If you wish to have a **reference textbook** the following text is recommended: **Learning for Success** (4th Edition) by Joan Fleet, Fiona Goodchild, and Richard Zajchowski, Harcourt Canada 2006. It can be purchased **at the bookstore or online**.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor. *(Note: this schedule may change!!)*

WEEK	DATE	Chapter Topics	What's Due
1	Sep 9	Metacognition & Strategies, Support Resources	
2	Sep 16	Forgetting & Memory	Ass'n 1, Quizzes 1 & 2
3	Sep 23	Self Regulated Learning & SST goals	Quiz 3
4	Sep 30	No Class for National Day for Truth & Reconciliation	
5	Oct 7	Time Management 1	Ass'n 2, Quiz 4
6	Oct 14	Time Management 2	
7	Oct 21	Exam Preparation & Writing	Ass'n 3
8	Oct 28	Problem Solving	
9	Nov 4	Stress Management with Chrisa Hotchkiss, guest presenter	Quiz 5
10	Nov 11	No class For Remembrance Day	
11	Nov 18	Error Analysis	Quiz 6
12	Nov 25	Mindset & Deliberate Practice	Ass'n 4
13	Dec 2	Plans for next term	
14	Dec 9	Optional review class	Ass'n 5?
15		Final exams – NO final exam in LRNS 102	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Attendance and Participation*	35%
Assignments	35%
Online Mastery Quizzes**	30%
	<b>TOTAL</b>
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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### Attendance and Participation

\* You are expected to attend every class and participate fully. If you have a good reason (illness, doctor's appointment, etc.) for missing class or coming in late or leaving early, please email as soon as you possible. Coming in late or leaving early (unless specifically excused), or working on extraneous tasks will NOT be considered full participation in a class. If you have more than 2 EXCUSED absences you must meet with me individually asap to discuss the situation.

### Online Mastery Quizzes

\*\* You can attempt each Online Mastery Quiz as many times as you like. Quizzes are either complete or not. To achieve a complete mark in a quiz you need to get 75% or higher on that quiz. However I encourage you to try for 100% if possible.

### Note about final grades in LRNS 102

LRNS 102 final grades are based on Camosun's Competency based grading system and not on Camosun's standard grading system (see grading system below for more details). Thus, there are only two possible grades in LRNS 102:

**Complete (COM)**= 75% or higher

**Incomplete (NC)** = less than 75%

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services->

and-support/e-2.9.pdf and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.