

Self Directed Learning

SCHOOL OF MEDIA & DESIGN

Course Number: ADV2001	Contribution to Program: General Education Elective	Normative Hours: 45
Applicable Program(s): Multiple Programs	AAL: Multiple Levels	Approval Date: 08/10/2009
Prepared by: R. Heaton Coordinator, Advertising		Approved by: Peter Larock Chair, Media Studies
Co-Requisites N/A		Approved for Academic Year: 2009-2010
Pre-Requisites N/A		

COURSE DESCRIPTION

In our rapidly changing world, the ability to learn independently is an essential ingredient for success. This course provides the techniques for effective self-directed learning via the World Wide Web. You determine your own learning projects, using your own learning style and work at your own pace. A critical aspect of the course is for students to become updated in basic Internet and WWW skills.

RELATIONSHIP TO VOCATIONAL LEARNING OUTCOMES

This is a general education course that supports learning in the following theme area: Personal Understanding

ESSENTIAL EMPLOYABILITY SKILLS

The course contributes to your program by helping you achieve the following Essential Employability Skills:

1	Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.(A)
5	Use a variety of thinking skills to anticipate and solve problems.(T,A)
6	Locate, select, organize and document information using appropriate technology and information systems.(A)
7	Analyze, evaluate and apply relevant information from a variety of sources.(A)
10	Manage the use of time and other resources to complete projects.(T,A)
11	Take responsibility for one's own actions, decisions and consequences.(A)

COURSE LEARNING REQUIREMENTS/EMBEDDED KNOWLEDGE AND SKILLS

COURSE LEARNING REQUIREMENTS When you have earned credit for this course, you will have demonstrated the ability to:	EMBEDDED KNOWLEDGE AND SKILLS
1. Understand yourself as a learner and be able to articulate your learning style.	<ul style="list-style-type: none"> • knowledge of a variety of learning styles and ability to select appropriate learning activities
2. Use libraries, internet, museums, books, tapes, media and other available resources to obtain and assess information	<ul style="list-style-type: none"> • <div style="border: 1px solid black; padding: 2px; display: inline-block;">- research a specialty and determine relevant competencies</div>
3. Choose problems or tasks specific to your area of inquiry that can be accomplished within certain time constraints	<ul style="list-style-type: none"> • - select learning activities - structure a process
4. Plan methods for testing hypotheses	<ul style="list-style-type: none"> • - synthesize information - make comparisons and draw conclusions
5. Organize information, facts and ideas and prepare	<ul style="list-style-type: none"> • - choose formats that best display

comprehensive presentation that documents learning.	- evidence of diverse learning activities
6. Identify and utilize several online sources for research and information specific to your topic of inquiry.	<ul style="list-style-type: none"> • - research methods - use of technology

LEARNING RESOURCES

An approved book dealing with one of your learning objectives

LEARNING ACTIVITIES

<p>During this course, you are likely to experience the following learning activities:</p> <p>Much of this course is structured around individual submissions and dialogue. While the course will provide some background, the foreground will be the interaction of the students. The seminar discussions draw upon the activities, your reactions to them, and your reactions to other's opinions, research, and any experiences you have had with self-directed learning.</p> <p>Much of the content will be self-directed. You will be expected to initiate projects that allow you to demonstrate the fulfillment of objectives. Success in this course will require considerable discipline and planning</p> <p>Samples of learning activities include:</p> <p>Specific learning activities will depend on your learning contract – anything is possible. In general, all students will participate in on-line discussions, complete each module and be required to document their learning strategies and evidence of achievement on the SDL web site.</p> <p>The inquiry portion of the course may involve any combination of library and field research. The learning contract states what is to be done, how and when it will be done, how it will be evaluated, and the grade you are contracting for. The learning contract must be approved in advance to the course instructor. It is a binding, written agreement that states what will be undertaken to receive credit in the course.</p>
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EVALUATION/EARNING CREDIT

The following will provide evidence of your learning achievements:	This activity validates the following Course Learning Requirements and/or Essential Employability Skills:
<p>Each student will submit a learning contract and a portfolio of evidence that documents their learning. Students will also be evaluated by completion of web activities and participation in online discussions.</p> <p>Discussion postings - 25% Learning Contract - 15% Final Report - 20% Portfolio of Evidence - 40%</p>	<ul style="list-style-type: none"> • Understand yourself as a learner and be able to articulate your learning style. - [CLR 1] • Use libraries, internet, museums, books, tapes, media and other available resources to obtain and assess information - [CLR 2] • Choose problems or tasks specific to your area of inquiry that can be accomplished within certain time constraints - [CLR 3] • Plan methods for testing hypotheses - [CLR 4] • Organize information, facts and ideas and prepare comprehensive presentation that documents learning. - [CLR 5] • Identify and utilize several online sources for research and information specific to your topic of inquiry. - [CLR 6] • Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. - [EES 1]

- Use a variety of thinking skills to anticipate and solve problems. - [EES 5]
- Locate, select, organize and document information using appropriate technology and information systems. - [EES 6]
- Analyze, evaluate and apply relevant information from a variety of sources. - [EES 7]
- Manage the use of time and other resources to complete projects. - [EES 10]
- Take responsibility for one's own actions, decisions and consequences. - [EES 11]

COLLEGE GRADING NUMERICAL EQUIVALENT TABLE

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90-100%	4.0	C+	67-69%	2.3
A	85-89%	3.8	C	63-66%	2.0
A-	80-84%	3.6	C-	60-62%	1.7
B+	77-79%	3.3	D+	57-59%	1.4
B	73-76%	3.0	D	53-56%	1.2
B-	70-72%	2.6	D-	50-52%	1.0
			F	0-49%	0
			FSP	0	0

PRIOR LEARNING ASSESSMENT AND RECOGNITION

Students who wish to apply for Prior Learning Assessment should discuss this with their coordinator or PLA coordinator.

RELATED INFORMATION

The following information is course-specific:

All assignments must be submitted on time to be evaluated.

The following information is program-specific:

0018X01FWO - Architectural Technology

The following regulations apply to students in the Architectural Technician, Architectural Technologist and Green Architecture programs of study.

Gaming and Chat Lines

Computers are not to be used for recreational purposes in dedicated labs. Game playing and the use of chat lines are not allowed between 7:00a.m. and 10:00 p.m. A first offence will result in a written warning, a second offence will result in academic discipline.

Equipment

All output devices (printers and plotters) are located in room A114. Printers and plotters are accessible from the hours of 7:00 a.m. to 10:00 p.m. weekdays and weekends (if weekend college is available). Technical support is available at these times. The equipment is not accessible after hours.

Late Policy

All core Architecture courses will use this policy. Service courses (English, Math and General Education) may choose to exempt students from this policy. All projects and or assignments that are deemed late will receive a grade of zero. The policy will be excepted in the case of sickness, vehicle accident, juror duty and /or death of a family member. Original death certificates, accident reports, jury summons and doctor's notes must be submitted. In the case of the doctor's note the note must state that the student could not complete the project/assignment due to their illness. The time period of the illness must coincide with the assignment time lines. The doctor must be a medical doctor currently practicing medicine in the province of Ontario or Quebec. The college reserves the right to confirm the authenticity of the note.

Student Academic Responsibilities

You are responsible for the following:

- attending class regularly;
- maintaining a folder for all work you do in the course;
- knowing the due dates for assignments and meeting these dates;
- handing in assignments that are your own work; and
- retaining copies of assignments submitted for marks in the course.

Exemptions

Exemptions may be granted to students who have passed (with a minimum grade of C-) an equivalent course at a post-secondary institution. If you wish to apply for an exemption, it is to your benefit to submit your application to the Architecture Department during the first week of classes. The deadline for applying for an exemption is the end of the third week of classes.

0155X01FWO - Computer Systems Technology - Networking**Lab Evaluation:**

Lab evaluation is conducted by the Lab Professor, and submitted to the final grade roll-up. For this course, the following criteria must be satisfied in order to obtain a non-zero lab mark:

- Satisfactory attendance and participation in the lab; absence from more than 2 labs without prior consent from the Professor will result in a final grade of "F" for the course, irrespective of your performance on the other portions of the course
- Satisfactory workmanship and behavior in the lab
- Satisfactory adherence to rules prescribed for the lab facility
- Being properly equipped for lab work while attending the lab, from start to end of lab period; coming to lab without the required equipment/tools may result in you being marked as absent
- Timely completion of individual labs and required work therein on the student's assigned lab computer, as prescribed by lab handouts. Work done outside of the lab environment will not be counted, unless indicated otherwise.

The lab Professor reserves the right to suspend or deny access to the lab at any time if the above criteria are not being met. No allowances are made in the course for students whose access in the lab are suspended or denied.

Final Examination

All students are expected to write the final exam. There are no provisions for "making up" a missed final exam. If, as a result of being off-track in your program or some unforeseen circumstance, you note that there is a scheduling conflict in your final exam schedule, it is your responsibility to alert the Registrar's Office no later than one week before final exams start, to allow for any special arrangements.

0188X01FWO - Architectural Technician

The following regulations apply to students in the Architectural Technician, Architectural Technologist and Green Architecture programs of study.

Gaming and Chat Lines

Computers are not to be used for recreational purposes in dedicated labs. Game playing and the use of chat lines are not allowed between 7:00a.m. and 10:00 p.m. A first offence will result in a written warning, a second offence will result in academic discipline.

Equipment

All output devices (printers and plotters) are located in room A114. Printers and plotters are accessible from the hours of 7:00 a.m. to 10:00 p.m. weekdays and weekends (if weekend college is available). Technical support is available at these times. The equipment is not accessible after hours.

Late Policy

All core Architecture courses will use this policy. Service courses (English, Math and General Education) may choose to exempt students from this policy. All projects and or assignments that are deemed late will receive a grade of zero. The policy will be excepted in the case of sickness, vehicle accident, juror duty and /or death of a family member. Original death certificates, accident reports, jury summons and doctor's notes must be submitted. In the case of the doctor's note the note must state that the student could not complete the project/assignment due to their illness. The time period of the illness must coincide with the assignment time lines. The doctor must be a medical doctor currently practicing medicine in the province of Ontario or Quebec. The college reserves the right to confirm the authenticity of the note.

Student Academic Responsibilities

You are responsible for the following:

- attending class regularly;
- maintaining a folder for all work you do in the course;
- knowing the due dates for assignments and meeting these dates;
- handing in assignments that are your own work; and
- retaining copies of assignments submitted for marks in the course.

Exemptions

Exemptions may be granted to students who have passed (with a minimum grade of C-) an equivalent course at a post-secondary institution. If you wish to apply for an exemption, it is to your benefit to submit your application to the Architecture Department during the first week of classes. The deadline for applying for an exemption is the end of the third week of classes.

0210A04FPT - Office Administration - Executive Program Policies and Procedures

ATTENDANCE

The Faculty request that students view this program as they would a place of employment in regards to attendance and punctuality. As this program is preparing you for a professional career, students are expected to demonstrate professionalism in their studies. Students are expected to make every attempt to attend all classes. Attendance will be monitored and considered in the final grading for each course.

If a student is going to be absent from class, the student should contact the professor (e-mail or voice mail message) to indicate the absence and the reason for the absence. Students are required to get class information from a classmate.

STUDENT CONDUCT

Students are expected to attend class promptly, at both the beginning of class and following breaks. Students arriving late are disruptive to the classroom environment. Students are asked to avoid talking amongst themselves during the classroom lecture as this is inappropriate and disruptive to the professor and fellow classmates.

Group/team work assignments are structured to reflect simulated business settings. Therefore, the ability to work in a responsible, co-operative manner is required. Students are expected to meet group deadlines, use clear communication strategies, work toward group consensus and shared responsibility. **All** participants are expected to work in a fair and equitable manner to achieve project completion.

STUDENT ACADEMIC RESPONSIBILITIES

You are responsible for the following:

- Attending classes regularly
- Maintaining a folder of all work you do for each of your courses
- Knowing the due dates for assignments and meeting these dates
- Handing in assignments that are your own work
- Checking your college e-mail account regularly
- Monitoring your Blackboard course sites.

EVALUATION AND PROMOTION

Students are expected to hand in all assignments on the due date as directed by the professor. Extensions for assignments for legitimate reasons can be granted in cases such as illness or other exceptional circumstances. In the case of illness, a doctor's certificate will be required.

Students who are to be absent on the day of a test or assessment **must notify** the office or the professor prior to the scheduled assessment. If the absence is deemed to be for valid reasons, students are required to make up the test or assessment during resource time on the first day they return to school or as negotiated with the professor. Any student who does not inform the professor prior to such an event will achieve a mark of zero on the test or assessment.

Students with no outstanding debts or obligations to the College have the right to formally appeal decisions made concerning their academic performance and progression through a program of study (Directive E15). This will include decisions regarding grades that prevent the student's advancement in his or her program, promotion, and academic discipline. Students wanting to have a review of a final course grade are to make a request under Directive E24.

Plagiarism (copying the words, ideas or statements of another person without acknowledgement of original source and submitting it as your own) is not tolerated in this course. An assignment which contains plagiarism will receive a mark of zero (0); you and your program coordinator will be notified as specified in the College Directive E16 and E43.

0436A01FWO - Developmental Services Worker

DSW Program Policy on Conduct

All persons should expect to be able to work or study without undue interference or disruption by others and appropriate measures will be implemented in order to maintain this right.

For a complete description of the Algonquin College policy on Student Misconduct, students should refer to Directive E27, which can be found on the Algonquin College website.

DSW Program Policy on Learning Activities

Time management skills are essential to working in the developmental services field. Learning activities submitted past the due date will be penalized and submitting assignments late can result in a grade of zero for the assignments and a failing grade in a course. In order to earn a passing grade in a course, students must complete all required learning activities to a satisfactory level and submit them by noon on December 18, 2009. Failure to meet all course requirements by the specified date will result in a failing grade for the course.

DSW Program Policy on Progression

The DSW Program of Study stipulates that students not obtaining a passing grade in two or more courses in any one semester must successfully complete these courses before moving on to the next level of the program.

DSW Program Policy on the Use of Electronic Devices in the Classroom

The DSW program requires active participation in in-class learning activities. Cell phones, laptops, and other electronic equipment can be distracting and disruptive to the class. Students are expected to turn off electronic devices if requested by the course professor. Students who anticipate a need to use electronic devices during classes should consult with the course professor during office hours prior to using the devices. The unauthorized use of laptops or other electronic devices in class can result in expulsion from a course.

DSW Program Policy on Police Record Checks

Students are required to produce two current (within 12 months) satisfactory police record checks during the first semester of the DSW program and prior to each field placement. A Local Police Records Check for Vulnerable Persons and an Ontario Education Services Corporation (OESC) Card are both required of all students. Students should refer to course specific policies for deadlines for presenting valid police records checks. Students who fail to present both valid checks by the deadline stated in the course policy will not be permitted to attend placement and therefore can fail the affected course.

Students who have been convicted of an offence under the Criminal Code for which they have not been pardoned are advised that they may be unable to participate in field placements and therefore unable to successfully complete the DSW program. Students who have an unpardoned criminal offense must follow the School of Health and Community Studies criminal record check policy (see Related Information, below) and must contact the Chair of Community Studies prior to registering for the program.

DSW Program Policy on Identification to be Worn during Field Placements

Students are expected to identify and present themselves in placement agencies in a professional manner. Thus, all students are required to purchase a personalized, Algonquin College, Developmental Services Worker name badge from the First Class Book Store and wear the badge at all times at all placements.

Students found not having a name badge for any reason will be required to produce a valid name badge to the field placement site supervisor or college liaison prior to attending placement. If any attendance time is lost at placement due to a student's failure to obtain or wear a name badge, the student will be required to make up the time as per the placement course policy.

0446C01FWO - Applied Museum Studies**APPLIED MUSEUM STUDIES PROGRAM POLICIES**

THE FOLLOWING POLICIES ARE AIMED AT MAKING EACH AND EVERY STUDENT A SUCCESSFUL STUDENT.

1. ATTENDANCE/ABSENTEEISM

All courses require regular class attendance. A percentage of your final grade may be allotted to active participation. If an absence is anticipated, notify the instructor prior to the date of absence, particularly where you will be absent from a test or mandatory activity. If the absence is not anticipated (i.e. illness, etc.), notify the professor by phone or email. It is the student's responsibility to acquire missed handouts, assignments etc. from their classmates. It is a student's responsibility to acquire missed course elements before the following week's scheduled class. Course instructors are not expected to provide students with private tutoring for missed elements of a course. All doctor's notes must clearly verify that a medical condition precludes the student from accomplishing specific course requirements.

2. CLASS SCHEDULING

Classes begin and end on time (on the hour and 10 minutes before the hour). The doors will be closed at the beginning of class and entrance is not permitted until the break. If there is going to be an extenuating circumstance that precludes your being on time, inform the professor in question ahead of time. Consistently late students will be required to meet with the course instructor.

3. PREPAREDNESS

You are expected to arrive for class prepared to do the assigned learning of the day. Check course outline for assigned readings and/or equipment needed for that day's class. Failure to come prepared for class may mean that you will not be able to partake in that class and complete the required learning.

4. ASSIGNMENTS

All assignments must be submitted on the designated due date. Failure to do so will result in a loss of 5% of the grade per day up to a maximum of 5 days. Failure to submit the assignment at the end of the 5 days will result in a zero grade for that assignment.

5. ASSIGNMENT EXTENSIONS

Any student requesting an extension of a due date for an assignment must submit to the course instructor, in writing, a formal request for the extension one week prior to the original due date. Assignment Extension Forms are available in room A127a. All elements of the form must be completed by the student. Submitting an assignment extension form does not guarantee the extension request will be approved.

6. GRADING

A grade of 50% is required to successfully obtain a passing grade for courses. However we have noted that a B- average over a semester can translate into success in the field.

7. OTHER

All students must adhere to lab rules as set down by the instructors

All students will have a locker where they can store their coats and knapsacks. These are not allowed in the labs due to safety concerns

All students will adhere to the official college policies as found in the Instaguide.

The following information is school/department-specific:

The following information is College-wide:

Email

Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin account and to check it regularly.

Centre for Students with Disabilities (CSD)

If you are a student with a disability, it is strongly recommended that you identify your needs to the professor and the Centre for Students with Disabilities (CSD) by the end of the first month of the semester in order that any necessary support services can be arranged for you.

Academic Integrity

Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. For further details consult Algonquin College Directives

E16 (<http://www.algonquincollege.com/directives/sectionE/E16.pdf>)

and E43 (<http://www.algonquincollege.com/directives/sectionE/E43.pdf>).

Course Assessments

It is Algonquin College's policy to give students the opportunity to complete a course assessment survey in each course that they take which solicits their views regarding the curriculum, the professor and the facilities. For further details consult Algonquin College Directive E38

(<http://www.algonquincollege.com/directives/sectionE/E38.pdf>).

Use of Electronic Devices

With the proliferation of small, personal electronic devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Directive E39

(<http://www.algonquincollege.com/directives/sectionE/E39.pdf>).

Transfer of Credit

Students, it is your responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.