

La pagination du présent programme du cours «**GTG-236 Study and Learning Techniques**», est faite pour tenir compte de la pagination de l'ensemble des programmes de Développement personnel et social que nous vous ferons parvenir dans quelque temps.

ML/tg
24 novembre 1992

SECTION V: ORGANIZATION OF LEARNING

COURSE: Study and Learning Techniques

CODE: GTG-236

SECTION V: ORGANIZATION OF LEARNING

GENERAL OBJECTIVE
OF SECTION V:

To make more effective use of their own resources and those of their educational milieu in order to achieve their educational goals.

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CONTEXT

The success of the adult student's learning plan depends in large part on the effective use of study and learning techniques. Unfortunately, many adults are unfamiliar with these techniques or have difficulty applying them.

Students who are proficient at using study and learning techniques derive more satisfaction in pursuing their learning plan and are more highly motivated to achieve their goals.

This course introduces students to work methods that will help them with their studies. By understanding that these work methods are accessible to everyone, students will be able to appreciate the benefits of the techniques covered in the course and to use them to advantage.

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TARGET STUDENTS

- This course is intended primarily for adult students enrolled in Secondary, Cycle One.
- Adults have different objectives in finishing their secondary studies. Some do it for their own satisfaction, others to obtain the prerequisites they need to continue studying or to meet job market requirements.
- This course is intended to help adult students acquire techniques that will help them to carry out their learning plan.

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ANDRAGOGICAL AIMS

- To encourage the students to try different study and learning techniques in concrete situations.
- To help the students see the advantages of applying these techniques in carrying out their learning plan.
- To encourage initiative and responsibility in the students with respect to selecting and applying study and learning techniques adapted to their learning plan.
- To enable the students to develop a good working knowledge of study and learning techniques.

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CONTENT

This course introduces the students to a number of basic study and learning techniques. The techniques covered relate to assignments, the organization of learning time, and gathering and sharing information.

The assignment techniques focus on the students' knowledge and understanding of learning material and on exercises and exam-related activities.

The organization-of-learning-time techniques cover work planning and coping with the unforeseen.

Finally, the techniques for gathering and sharing information cover ways of obtaining and exchanging information and of maintaining a mutual-aid network.

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TERMINAL OBJECTIVE

Expected Behaviour	<p>To demonstrate the required competency, the students should be able</p> <p style="padding-left: 40px;">To describe how they will apply selected study and learning techniques adapted to their learning plan</p> <p>in accordance with the following conditions and criteria:</p>
Evaluation Conditions	<ul style="list-style-type: none">- Taking into account the study and learning techniques covered in this course- Applying these techniques to learning situations that they are likely to experience- Using the learning material provided and any relevant reference material
General Performance Criteria	<ul style="list-style-type: none">- Evidence of a practical knowledge of the study and learning techniques covered in this course- Appropriateness of the techniques proposed to the tasks to be accomplished- Evidence that thought has been given to the advantages and requirements associated with the use of these techniques in a learning situation

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INTERMEDIATE OBJECTIVES	CONTENT
<p>The students should master the knowledge and skills required to attain the terminal objective. In other words, they should be able:</p>	
<p>1.1 To describe study and learning techniques that will help them carry out their learning plan.</p>	<p>A. <i>Study and learning techniques for doing assignments</i></p> <ul style="list-style-type: none">- Skimming learning material:<ul style="list-style-type: none">• General overview (primary emphasis on main points, secondary emphasis on details)• Chapter overview (headings, subheadings)- Gathering information:<ul style="list-style-type: none">• Looking for meaningful elements (key words, expressions, instructions, questions raised by the author)- Reading:<ul style="list-style-type: none">• Looking for the meaning, the main idea• Noting bad reading habits (moving their lips, using their finger to follow along)• Developing good reading habits- Memorizing information:<ul style="list-style-type: none">• Reciting• Reviewing• Rereading- Doing exercises:<ul style="list-style-type: none">• Reading and following instructions• Concentrating and applying themselves• Checking completed work

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INTERMEDIATE OBJECTIVES	CONTENT
1.1 (cont'd)	<ul style="list-style-type: none">- Preparing for exams:<ul style="list-style-type: none">• Material preparation (material to be reviewed, material to take to the exam)• Psychological preparation (attitude toward the exam)- Writing exams:<ul style="list-style-type: none">• Reading the exam• Budgeting time• Answering questions• Going over answers- Follow-up to exams:<ul style="list-style-type: none">• Checking the material covered• Ways of dealing with success or failure <p>B. <i>Study and learning techniques appropriate to available learning time</i></p> <ul style="list-style-type: none">- Use of planning aids:<ul style="list-style-type: none">• Planning aids (individual learning profile, calendar, timetable)• Planning time frame:<ul style="list-style-type: none">- long term- medium term- short term- Developing a work timetable:<ul style="list-style-type: none">• Types of activities (school, personal, employment)• Establishing priorities• Organization and time frame• Adjustment mechanisms

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INTERMEDIATE OBJECTIVES	CONTENT
1.1 (cont'd)	<ul style="list-style-type: none">- Adapting to unforeseen circumstances:<ul style="list-style-type: none">• Types of unforeseen circumstances (changes to individual learning profile, delays in timetable, changes in personal situation)• Dealing with unforeseen circumstances:<ul style="list-style-type: none">- Analyzing unforeseen circumstances- Available options and options chosen C. <i>Study and learning techniques for gathering and sharing information</i><ul style="list-style-type: none">- Finding sources of information:<ul style="list-style-type: none">• Types (learning material, individuals)• Places (in class, in the centre, outside the centre) - Requests for information:<ul style="list-style-type: none">• Sources of information (friends and family, other students, staff, administration)• How to request information (choosing the right time, preciseness of the request, ensuring that their request has been understood, thanking their source) - Sharing information:<ul style="list-style-type: none">• How to share information (availability, choosing the right time, clarity of the information to be shared, ensuring that others have understood)• Maintaining a mutual-aid network: how to go about it, benefits

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INTERMEDIATE OBJECTIVES	CONTENT
1.2 To demonstrate their understanding of the techniques described by applying them in situations similar to those that they are likely to experience.	- Application of the techniques described, in exercises corresponding to learning situations.
1.3 To demonstrate how the techniques described can be applied in their own learning situations.	- Description of the limitations, advantages and requirements of the techniques described, referring to concepts covered in this course and drawing on their learning experiences.

