



COURSE OUTLINE

TERM: Spring 2012	COURSE NO: GATE 102
INSTRUCTORS:	COURSE NAME: Gateways: Personal Management Skills
OFFICE:	SECTION NO: CREDITS: 1.5
UNIVERSITY TEL:	OFFICE HOURS:

COURSE FORMAT: 42 hours over the duration of the program

PREREQUISITE: None

VISION STATEMENT: To assist clients with the development of personal skills, attitudes and values that will provide the tools and inspiration for long-term career and lifestyle management success.

COURSE OBJECTIVES: To explore and develop personal management skills through exercises, discussion and assignments.

LEARNING OUTCOMES: Students will have a greater awareness and understanding of personal lifestyle issues as they pertain to career and lifestyle management, financial independence, self-esteem and confidence. Students will be able to assess what areas they may need to address and know where they could go for further assistance and support in dealing with any obstacles that may emerge. Students will recognize and understand the importance of personal management and well-being as key ingredients for career success.

REQUIRED MATERIALS: Handouts provided by instructor.

COURSE CONTENT:

Session	CONTENT
1	Self-esteem– What is it,
2	Self-confidence- Strategies to develop and maintain a positive self-image.
3	Functional Families and Relationships – how to develop and maintain successful relationships
4	Mental Health Issues – when things go wrong, healthy coping mechanisms,
5	Mental Health Issues – ongoing mental well being, resources in the local community.
6	Stress and Anger Management – healthy coping strategies

Session	CONTENT
7	Are you your biggest obstacle? What’s stopping you? Letting go of the past so it doesn’t rob you of the future
8	Substance Abuse – what is it, are you affected, local resources
9	Physical and Mental Abuse,
10	Co-Dependency – Recognition, coping and resources.
11	Set backs and failure – how to deal with them and maintain your self-confidence and esteem.
12	Accepting criticism.
13	Depression – Exploring the nature of depression, how to cope, and community resources.
14	CRISIS – Local community resources available and how to access them in times of need or crisis.

EVALUATION PROFILE:	Self-Esteem Assignment.....	10%
	Functional Families Assignment	10%
	Mental Health Assignment	10%
	Stress and Anger Management Assignment	10%
	Substance Abuse.....	10%
	Physical & Mental Abuse	10%
	Depression	10%
	Crisis.....	10%
	Class Participation.....	10%
	Attendance.....	<u>10%</u>
		100%

GRADING PROFILE: Credit/No Credit

ASSIGNMENTS: All assignments are done in class. To receive a pass in the course students must complete a minimum of 80% of in-class assignments.

OPERATIONAL DETAILS:

University Policies: Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Please pay particular attention to the **Academic Policies and Procedures**.

Emergency Procedures: These procedures are posted in every classroom for your reference.

<i>Participation:</i>	Participation means regular attendance and good preparation demonstrated in class discussions. This mark is based on both the frequency and quality of the student's comments, questions, observations, and involvement, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks. Not attending, or being late to class and from breaks, will impact the overall participation grade.
<i>Attendance:</i>	Regular attendance is essential. If a student misses a class due to extenuating circumstances, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs. Make up work may be assigned by the instructor. It is the student's responsibility to arrange this with the instructor. Students who miss more than 20% of the course are at risk of not receiving credit and may also not be allowed to participate in the work practicum or field trips. Call your instructor if you cannot come to class.
<i>Missed Exams:</i>	No exam in this course
<i>Late Assignments:</i>	Will not be accepted unless prior arrangements are made with the instructor. No assignments will be accepted if more than five days late. The instructor may deduct up to 10% per day for late assignments
<i>Cheating/Plagiarism:</i>	All forms of cheating, including plagiarism, are serious offences. The instructor has a right to assign a "0" on the assignment or a letter grade of No Credit on the course. A second offence in any course may result in expulsion from the program.
<i>Incomplete Grades:</i>	N/A
<i>English Usage:</i>	All assignments are marked for correct English usage, proofreading and formatting.
<i>Professional Behaviour:</i>	Students will be expected to demonstrate a professional positive attitude and behaviour toward work, fellow students and their instructor. Each student should have reliability, respect for and cooperation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first class work while meeting deadlines is necessary in this course. Students should have respect for equipment and systems, and constructive response to criticism.
<i>Cell Phones:</i>	Cell phones must be turned off before entering the classroom and may not be turned on again until after you have left the classroom, except in emergency situations by prior arrangement with the instructor.
<i>Certificate of Completion:</i>	In order to receive a Certificate of Completion the student must achieve a minimum of 10 credits in the Gateways program.