COURSE OUTLINE		
TERM: Fall 2025	**COURSE NO:** USS 100	
INSTRUCTOR:	**COURSE TITLE:** Introduction to University Success Strategies	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS:** 3.00
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Sḵwx̱wú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT
Three hours of class time per week, plus an additional hour of online or other activities, for a 15-week semester, which includes two weeks for final exams/assignments. Course delivery may be in-person, online, or mixed mode.

COURSE PREREQUISITES/CO-REQUISITES
None

CALENDAR DESCRIPTION
This course has two versions: USS 100 and USS 100 (Indigenous). Both are highly interactive and teach skills essential to successful university life, including time-management, goal setting, note taking, self-care, study skills, reading strategies, test-taking, teamwork, and presentation skills. USS 100 (Indigenous) is taught through an Indigenous lens, weaving Indigenous knowledge, skills, and stories into academic skills.

COURSE NOTE
Students may not enrol in USS 100 and USSD 105 concurrently.

REQUIRED TEXTS AND/OR RESOURCES
Shier, M. (2020). *Student Success*. Victoria, B.C.: BCcampus. Retrieved from
https://opentextbc.ca/studentsuccess/

E-text link:
   https://collection.bccampus.ca/textbooks/student-success/

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:

1. Use active learning, critical thinking, and creative problem-solving strategies across academic and real-world contexts.

2. Use library research skills to extract and interpret information from academic texts, lectures, digital and multimedia resources using structured note-taking and active annotation strategies.

3. Explore and develop self-awareness by identifying educational values, and unique learning and personal preferences.

4. Produce written, oral, and visual presentations that adhere to academic standards and use diverse communication techniques.

5. Demonstrate proficiency and academic integrity using digital tools and platforms to enhance learning and productivity.

6. Develop strategies for test-taking, memory recall, time and financial management, and goal setting to enhance academic performance and personal growth.

7. Develop and use self-care strategies and identify university services/resources to support personal and academic success.

8. Reflect on and articulate personal learning experiences and growth while fostering effective interpersonal and intercultural exchanges in a collaborative and interactive learning community.

COURSE CONTENT

Date	Topic	Activities	Assignments
Week 1	Adult Learner Awareness		
Week 2	Learning Preferences		
Week 3	Time Management		
Week 4	Supports and Resources		
Week 5	Study Skills		
Week 6	Communication & Writing Skills		
Week 7	Technical Skills		

Week 8	Reading & Research		
Week 9	Presentation Skills		
Week 10	Presentations		
Week 11	Money/ Finances		
Week 12	Test Taking		
Week 13	What's Next		
Week 14	Learning Skills Take Home Exam		
Week 15	Learning Skills Take Home Exam		

TEXTBOOK LINK: https://opentextbc.ca/studentsuccess/

*Discussions and readings will be added as the course progresses.

EVALUATION PROFILE

Attendance/Participation*	10%
Learning Skills Application Assignments (3 X 15%)	45%
Personal Skills Reflection Assignments (5 x 7%)	35%
Learning Skills Exam	10%
Total	100%

ASSESSMENT ACTIVITIES
Assessment activities will include self-assessments, weekly journal entries, written assignments (including at least one essay), group presentations, a time management project and quizzes. 10% of your mark will go to Attendance and Participation, which includes regular attendance in class, participation in class activities, group tasks and presentations. Some assessment activities may be online, via eLearn.

*Students are required to attend all classes (face-to-face or online). To receive full credit for participation, students must engage actively in discussions (in class and/or online) and complete in-class group and individual activities.

GRADING PROFILE

A+	= 90-100	B+	= 77-79	C+	= 67-69	D	= 50-59
A	= 85-89	B	= 73-76	C	= 63-66	F	= 0-49
A-	= 80-84	B-	= 70-72	C-	= 60-62		

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at time and date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/ Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed activities may not be able to be accommodated. Please consult with your instructor.
*** Accommodations can be made to honour community needs and traditional practices.

Attendance Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
For in-person classes, students may use electronic devices during class for note-taking only.

On-line Communication
Outside of the classroom, the instructor will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-services/

Capilano University Security: download the CapU Safe Alert App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:
https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.