

## STUDENT SERVICES

### Counselling Centre

The Atkinson Counselling Centre helps returning students to acquire the skills and attitudes needed for a successful academic career. Some of the programs and services we offer include: teaching learning skills and time management, career exploration, assessing and overcoming academic blocks, examining and restructuring self-defeating messages, and life-style re-evaluation. The Counselling Centre's office is open between the hours of 8:30 am and 7 pm, Monday through Thursday, and 8:30 am to 4:30 pm Friday. The Centre is open on Saturdays from 10 am to 3 pm by appointment only.

#### Individual Consultation

Returning and part-time students are often faced with a number of difficulties and life situations that can impede their academic growth. Often discussing these issues with a trained professional can be helpful in acquiring the skills, resources and attitudes necessary for success. Atkinson Counselling offers individual consultation to the Atkinson student on a short-term basis. The Centre is gay, lesbian, transgender and bisexual positive and sensitive to cultural differences. A simple phone call is all that is required to arrange an appointment immediately if necessary.

#### Special Needs

The academic problems faced by part-time learners can arise from a variety of sources. Upgrading courses and study skills workshops can address many of these needs. However, for some, academic problems can arise from disabilities related to a learning disability, or a physical or psychiatric disability. The Atkinson Counselling Centre is committed to helping students with Special Needs achieve success in the university setting. Counsellors trained in assisting students with Special Needs can provide assessment, academic adaptations, advocacy and individualized study skill instruction.

#### Workshops and Group Programs

Entering university as a part-time student, resuming an interrupted university career, and attending classes while working, are just some of the special circumstances faced by Atkinson students. The Counselling Centre offers a variety of Skills Building and Personal Development Workshops designed to address some of the part-time student needs: Study Skills, Notetaking, Writing Skills, Time Management, Understanding Anxiety, How to Write Essay And Take Multiple Choice Examinations and Stress Management. The Centre will consider arranging workshops in any area relevant to members of the Atkinson community; your suggestions are welcome.

#### Career Exploration

Part-time learners are by definition involved in career development. In many cases Atkinson College is a part of an overall plan leading to a new career, job enrichment, or simply a change in direction. A variety of resources are available at the Centre to assist in career exploration, development, and planning.

Atkinson Counselling Centre Phase I Atkinson College, Room 116 (416) 736-5225.

## Centre for Distance Education

### Atkinson College offers Correspondence, Internet & Off-Campus Courses

Distance education courses are offered through Atkinson College of York University. Atkinson is the part-time studies faculty of York whose mission is to reach out and improve access to university study for those with distance, time and commitment demands. The Centre for Distance Education offers students an opportunity to take courses at off-campus locations, via correspondence and on the internet.

In order to enrol in our credit course offerings you must be a student of York University. If you are considering applying to a degree, a certificate program, or as a special student you may call the York Admissions Office at (416) 736-5000 to request an Admissions package. Once you are admitted you may register for our courses by using the Voice Response Enrolment System. Enrolment instructions are outlined in the current Lecture Schedule. Distance Education courses follow the same sessional academic schedule for the each term. Detailed Course Outlines can be viewed on the Web at: <http://www.atkinson.yorku.ca/course/>.

#### Correspondence and Internet Courses

Atkinson College is offering students an opportunity to take courses in a distance format. Correspondence and Internet courses allow students to study in a guided self-study mode at home. They differ from regular Atkinson courses in that they do not require regular classroom attendance. Instead, students are required to proceed through the text and online course materials specifically designed for academic self-directed studies. In addition, students are required to complete written submissions that are due on specific dates and to write in-class supervised exams. These courses are exactly equivalent to those offered via classroom instruction, cover the same subject matter and academic content, and appear on your transcript in exactly the same way as other Atkinson courses.

The Centre for Distance Education facilitates the Correspondence and Internet courses for the academic units of Atkinson. At the starting date of the term, Correspondence students need to purchase the "course kit" that supplies: the instructional directional information, the academic assignments/requirements and the relevant materials to assist with the course content. Internet students will be able to view all this information entirely online at the course Web site. Internet course instructors will assist registered students to navigate their online course with academic virtual lectures, online tutorials and other pertinent and exciting Web resources. Computer requirements will vary from course to course. Please ensure you have the necessary software/hardware requirements that are listed on the course outlines for your specific course. Online course instructions/guides will be provided that contain helpful information for beginning users of the medium.

Both Correspondence and Internet students will need to purchase the required text(s) and supplementary materials required by the course. The course kits, textbooks and supplementary materials can all be purchased from the York University Bookstore. The textbook/kits/materials information will be listed on the course outlines.

Students can register for the courses in the usual way through the Voice Response Enrolment System. The course outlines and detailed information for Correspondence and Internet courses can be viewed on the Web: <http://www.atkinson.yorku.ca/course/>. Students can obtain detailed information by visiting the Distance Education Web site at: <http://www.atkinson.yorku.ca/cde> and can also obtain assistance by phone: (416) 736-5831, fax: (416) 736-5439, E-mail: [akcde@yorku.ca](mailto:akcde@yorku.ca) or in person: Room 215, Atkinson.

## University Centre at Durham

Through a partnership between York University and Trent University and Durham Community College, students can take a full-time day Bachelor of Administrative Studies degree program locally. Classes are held at Durham College's Oshawa campus while degrees are granted by York or Trent University.

For more information about the University Centre at Durham, call the U.C.D. office at (905) 721-3003, or Atkinson College at (416) 736-5222.

## Atkinson Writing Programs

The ability to organize and express one's thoughts in clear and precise prose is crucial to success in almost all University courses. Atkinson offers a variety of programs to help students improve their writing skills.

AK/EN 1400 6.0 Critical Thinking, Reading and Writing is an interdisciplinary course which concentrates on academic writing skills. It is designed to be taken as a first or second course, but it is open to all students in the College who have completed fewer than ten courses. Some sections are reserved for students for whom English is a Second Language. AK/EN1400 6.0 counts as an elective credit toward a degree.

AK/EN 1480 3.0 (AK/MODR 1780 3.0) Writing with Reason is a course using material from the humanities and social sciences to develop students' skills in academic writing and textual analysis while introducing them to strategies for assessing how arguments are constructed and evaluated in various academic disciplines. When taken as AK/MODR 1780 3.0 and combined with AK/MODR 1790 3.0, it will be counted toward the Modes of Reasoning General Education requirement.

AK/EN 3988 3.0 Writing University Research Papers focuses on research and writing in the humanities and social sciences through study of designated theme as starting point of research. Areas covered include research tools such as libraries, the Internet, primary and secondary sources, and proper citation practice. This course counts as an elective credit towards a degree.

AK/EN 3989 3.0 Writing in the Workplace examines various types of workplace related writing and oral communication; for example, report writing, executive summary, business plan, presentation. Focus on helping students develop clear writing, both individual and in collaboration with others and skills in editing and presentation.

Check the lecture schedule for these and other courses that are being developed.

The Atkinson College Essay Tutoring Centre provides students with one-to-one and group instruction in essay writing. All instruction, both individual and group, is based on students' course assignments, usually on the draft of an essay in progress. All Atkinson students enrolled in Atkinson courses, at whatever level, and at any stage of a particular course assignment, are welcome to make appointments at the Centre. Instructors will not, however, provide editorial assistance. Appointments are for one hour and are available evenings Monday through Thursday. Daytime appointments are available on some weekdays and on Saturday. The Centre is located on the 1st floor of Atkinson. Appointments for individual and group sessions can be made at Room 116 Atkinson (Writing Programmes/Essay Tutoring Centre) or by calling (416) 736-5289.

## Master's Office

The role of the Master of Atkinson College is a unique one in the University. The Master gives all members of the College (students, faculty, and staff alike) the opportunity to participate together in events of both a social and cultural/educational nature. Through various conferences, lectures, and programs, the Master's Office provides Atkinson College with an increased sense of community and belonging.

The Master also acts as liaison among the Atkinson College Students' Association, the Alumni Association, the Office of the Dean, and the Office of the College Council. While the Master is not the College ombudsman, he/she offers students support and guidance by ensuring that they are directed to the appropriate College office for assistance.

The Office of the Master, and that of the Administrative Assistant, is located on the first floor of Atkinson College. Students are invited to contact the Master with ideas and suggestions which help further the general objective of creating a more collegial atmosphere within the College.

The Master is available for meetings with students in the evenings, but advises students to arrange evening appointments in advance.

Master of Atkinson College: Room 118; (416) 736-5727

Administrative Assistant to the Master: Room 120; (416) 736-5727.

## Atkinson College Students' Association

The Atkinson College Students' Association (ACSA) seeks "To foster activities and events which will enhance the University experience of its members and contribute to the educational values of the College." Comprised of the student body of the College, the ACSA provides a channel of communication between the students and all components of the College, the University, and other related student organizations.

The Association is governed by a Board of Directors which meets at least once a month to discuss the concerns of the Association. Membership to the Board is open to all Atkinson students. The Board of Directors is comprised of 8 elected individuals who hold the following positions: Chair, Vice-Chair, Treasurer, Secretary, Advocacy Director, Academic Director, Social Cultural Director and Publicity Director. These individuals also sit on various College and University Committees, including College Council and Senate. Interested students are encouraged to participate in the government of the association.

Among the many activities of the Association is the annual Orientation for newly registered Atkinson students held just before the beginning of the Fall term. Orientation provides valuable information about academic programs, library services, the bookstores, and Counselling Services, as well as the Association itself. Another major component of the ACSA is The Atkinsonian, the ACSA newspaper, which provides a forum for the opinions and ideas of the students, staff and faculty of the College. Interested students are invited to submit articles. The ACSA also publishes a handbook better known as *DIVERSITY* each year which details all the services available to students. The handbook can be obtained from the ACSA office, the Master's Office in Atkinson College as well as the Office of Student and Academic Services (OSAS).

Questions concerning the Association and its many activities should be directed to the Association Office, located in room 346 Student Centre. The association welcomes feedback from all concerned parties. Please feel free to contact us at (416) 736-5880, or by e-mail at [acsa@yorku.ca](mailto:acsa@yorku.ca) or you can visit our Web site at [www.yorku.ca/org/acsa](http://www.yorku.ca/org/acsa).

## Atkinson College Alumni Association

The ACAA is a volunteer organization attached to Atkinson College. Membership is open to all graduates or soon to be graduates of Atkinson. Graduates can join the parent group at the College level or sub-groups associated with Nursing or Social Work. There is also an opportunity for graduates of Administrative Studies to join the Student Accounting Club.

The mission of the ACAA is:

- To provide resources, information and activities for its members in the belief that their educational experience with the university is not confined to their years at the university, but continues throughout their entire lives.
- To encourage and promote a spirit of fraternity and unity among the members of the association.
- To promote the welfare, prestige and excellence of the College.
- To foster an understanding of the function of the association among the undergraduates of the College.
- To operate at all times as a charitable, benevolent and philanthropic organization.

Founded over twenty years ago the ACAA is one of the older organizations at York. The Atkinson College Alumni Association which includes the sub-groups is an independent self-governing organization that operates in conjunction with the York Alumni Association and the Atkinson Master's Office. The activities of ACAA are planned and administered by an executive that is elected every two years from members of a council comprised of Atkinson Alumni.

The ACAA can be contacted through the Atkinson Master's Office or by e-mail [acaa@yorku.ca](mailto:acaa@yorku.ca). More information on the Atkinson College Alumni Association is available at [www.atkinson.yorku.ca/~alumni](http://www.atkinson.yorku.ca/~alumni).

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## Librarian - Atkinson Coordinator of Library Services

The Atkinson Coordinator ensures the provision of library instruction and information to members of Atkinson College. Basic instruction in library use is offered for students and faculty at York University: Keele and Glendon campuses and off-campus. Classes, workshops and seminars are available at various times throughout the year.

In cooperation with faculty members, advanced course-related instructional sessions are prepared for specific courses or disciplines in order that students may acquire the knowledge and skills required to use the specialized library resources at various levels of study.

The librarian publicizes library services and resources to faculty and students and assists them in getting access to library materials.

Of particular importance is the fact that the librarian assists Atkinson students with their information needs by advising on the most effective search strategy or method of finding information; by answering their reference and catalogue and internet enquiries; by counselling students on term papers and self-help strategies; by referring them to other sources and libraries.

Come to the office of the Atkinson Coordinator at Room 203E, Scott Library, or phone for assistance or to arrange for an appointment (day or evening) (416) 736-2100 ext. 88896.

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