

Student Services

Counselling Centre

Room: 116 Atkinson
Telephone: 416-736-5225, Fax: 416 736-5782

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 9 am to 4 pm Friday. The Centre is open on Saturdays from 9 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 Essays 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 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, Room 116,
416-736-5225.

Centre for Distance Education

Room: 215 Atkinson
Telephone: 416-736-5831, Fax: 416-736-5439

The Centre for Distance Education at Atkinson provides students with information and administrative support for Internet and correspondence courses. Technical support is available along with assistance for assignment submission and off-site examination scheduling.

Internet and Correspondence Courses

Study at your own pace with Atkinson's Internet and correspondence courses. You can learn from the convenience of your home, office, or from the other side of the world. Atkinson's distance courses use the same textbooks and materials as in-class instruction and cover the same course content. Distance courses count towards your degree in exactly the same way as other in-class courses. Create a more flexible schedule by mixing in-class courses with Internet and correspondence courses or even complete an entire degree by distance.

Correspondence students will obtain all instructional information, assignments, course requirements and relevant materials in the hard copy course kit. Internet students can view this information online at the course Web site. In both Internet and correspondence, students are required to complete written submissions (due on specific dates) and to write the exams at the University or an alternative location.

Detailed Internet and correspondence course information is available under the course outlines link at the Atkinson Web site: www.atkinson.yorku.ca and includes, required texts and materials, computer requirements and access instructions.

Degrees offered via Distance

Atkinson offers a bachelor of administrative studies (BAS) degree and a bachelor of arts (BA) in public service studies entirely by combining the flexibility of Internet and correspondence. Detailed degree requirements, prerequisites and descriptions are available at the online Atkinson course calendar available from www.atkinson.yorku.ca/.

Combined Delivery Courses: In-class and Internet

This Summer 2002 Session Atkinson is introducing a new "Combined delivery" format. Fifty per cent in-class and fifty per cent Internet; combining and alternating on-campus classes and Internet online lectures. Please refer to the Undergraduate Lecture Schedule for the course offerings.

Contact information:

Room 215, Atkinson
Telephone: 416-736-5831, Fax: 416-736-5637
Toll Free Number (in North America) 1-866-261-1790
E-mail: akcde@yorku.ca
Internet: www.atkinson.yorku.ca

Atkinson Writing Programs

Room: 116 Atkinson (Writing Programs/Essay Tutoring Centre)
Telephone: 416-736-5289, Fax: 416-736-5782

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.

Essay Tutoring Centre

The Atkinson 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 first floor of Atkinson. Appointments for individual and group sessions can be made at Room 116 Atkinson (Writing Programs/Essay Tutoring Centre) or by calling 416-736-5289.

Writing Programs Courses

AK/ENSL 1450 6.0 Thinking about Contemporary Canada Examines how writers, filmmakers, singers and philosophers understand Canada at the end of the 20th Century. Emphasizes a range of voices, both rooted in Canada and immigrant, and on issues critical to arrival, belonging and the idea of nation (Cross-listed to: AK/HUMA 1745 6.0).

Note: This course comprises the ESL requirement for incoming ESL students. It may be counted as fulfilling the general education humanities requirement or as an elective credit.

AK/WRIT 1400 6.0 Critical Thinking, Reading and Writing By means of a study of texts and themes drawn from the humanities and social sciences the course aims to develop critical comprehension and the discipline of effective expression in written English. (formerly AK/EN 1400 6.0)

Note: AK/WRIT 1400 6.0 is particularly intended for students taking one of their first few university courses, and will require completion of frequent written assignments. The number of places available is limited. For further information about this course, please call Writing Programs.

AK/WRIT 3988 3.0 Writing University Research Papers focuses on research and writing in the humanities and social sciences through study of a designated theme. Areas covered include formulating research questions, using research tools such as libraries, the Internet, primary and secondary sources, and proper citation practice. (formerly AK/EN 3988 3.0)

AK/WRIT 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. (formerly AK/EN 3989 3.0)

Check the Undergraduate Lecture Schedule for these and other courses that are being offered.

Master's Office

Room: 120 Atkinson
Telephone: 416 736-5870, Fax: 416 650-3869

The role of the Master of Atkinson College is a unique one in the University. The Master gives all members of Atkinson (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 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 Faculty Council. While the Master is not Atkinson's

ombudsman, he/she offers students support and guidance by ensuring that they are directed to the appropriate Faculty office for assistance.

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

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

Master of Atkinson: Room 118; 416-736-5727

Administrative Assistant to the Master: Room 120; 416-736-5870.

Atkinson College Students' Association

Telephone: 416-736-5880

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 Atkinson." Comprised of the student body of Atkinson, the ACSA provides a channel of communication between the students and all components of Atkinson, 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 eight 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 Atkinson. 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 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 or you can visit our Web site at www.yorku.ca/org/acsa/.

Atkinson College Alumni Association

The ACAA is a volunteer organization attached to Atkinson. Membership is open to all graduates or soon to be graduates of Atkinson. Graduates can join the parent group at the Atkinson 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 Atkinson.
- To foster an understanding of the function of the association among the undergraduates of Atkinson.
- To operate at all times as a charitable, benevolent and philanthropic organization.

Founded over 20 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 aca@yorku.ca. More information on the Atkinson College Alumni Association is available at www.atkinson.yorku.ca/~alumni/.

Librarian - Atkinson Coordinator of Library Services

The Atkinson Coordinator ensures the provision of library instruction and information to members of Atkinson. 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.
