

**Arts & Science 3DS1
Deep Skills Development
2020-21, Term 1**

Course Outline

Instructor: Dr. Brian W. Baetz, P.Eng., email: baetz@mcmaster.ca

Office Hours: Mondays, 10:30-11:20 on MS Teams

Class Times and Locations: Mondays, 9:30 – 10:20 on MS Teams

Course Description and Course Objectives

This course will explore the integration and synthesis of a wide range of deep skills to enable students to lead richer and more balanced lives, while at university and as future working professionals. Deep skills include mindfulness and contemplative practices, empathy building, emotional intelligence, creativity and developing employment readiness and personal resilience.

This course is designed for participatory learning. You are expected to attend the on-line class each week and to develop your skills in working with others, teaching others, and learning from them.

A portfolio will be developed by each student over the term, and will be the basis upon which this course is evaluated (Pass/Fail).

Required Texts and Materials

There is no textbook for this course. All related materials will be available through Avenue.

Work Assessment

This course has no final exam. Your pass/fail grade will be based on class attendance, and an end-of-term evaluation of the portfolio that you will develop over the term. The portfolio components will capture your journey over the semester in the development of your inherent deep skills.

Learning Outcomes

Students who complete this course will have achieved the following learning outcomes:

- They will have explored and further developed a range of deep skills that are aligned with contemplative practices and mindfulness practices;
- They will have practiced a number of aspects to enliven and develop their inherent creativity;

- They will have explored and further developed a range of deep skills that are aligned with personal resiliency and their ability to thrive under challenging circumstances;
- They will have practiced a number of aspects to enhance their readiness for downstream employment as well-rounded working professionals.

Fall 2020-21 Weekly Schedule (DS=Deep Skill Related; C=Creativity Related; T=Thriving/Resilience Related; W=Work Readiness Related---all modalities are numbered sequentially for each of these four categories)

Week 1-September 14

DS1 - Meditation

C1- The Act of Pilgrimage

T1- The Four Agreements

T2 - The Outstretched Hand

W1- 21 Things- Skype Interviews

Week 2-September 21

DS2 - Five Step Heart

C2 - Classical Music

T3 - Day Review

T4 - Dream Journal

T5 - Faster EFT

W2 - Effective Communication I

Week 3-September 28

DS3 - Walking Meditation

DS4 - Om Chant

C3 - Look to Greenery

T6 – Mindful Eating

T7 – The Small Stuff

W3 - Improv

Week 4-October 5th

DS5 - Affirmations

C4 - Handwritten Notes

T8 - Mitigating Small Annoyances

T9 - Hand Reflexology

T10 - Thirty Minutes Outdoors

W4- Answering the Phone

Week 5-October 19th

DS6 – Visualization and Feeling

C5 - Mark Making

T11 - Empathy for Others

T12 - Deep Listening

W5 - Your Greatest Asset

Week 6-October 26th

DS7 - Forgiveness Exercise

DS8 - The Love Project

C6 - Listening to Birdsong

T13 - Seeing as if the First Time

T14 - Mind is the Builder

W6 – Stating Your Vision

Week 7-November 2nd

DS9 - Entraining Peace

C7 - Expressive Writing

T15 - Your Favourite Place

T16 - Mudras

T17 - Quality Sleep

W7 - Effective Communication II

Week 8-November 9th

DS10 - Silence

C8 - Artist's Date

T18 –Giving Thanks as if it has Already Happened

T19 - Attitude Shift- Kindness

T20 - Body Mindfulness

W8 - Discovering Your Ideal Future

Week 9-November 16th

DS11 - Touching the Earth

DS12 - Drishti

C9 - Morning Pages

T21 - Attitude Shift- Trust

T22 - Habit and Incrementalism

W9 - 21 Things- In-Person Interviews

Week 10-November 23rd

DS13 - Remembrance

C10 - Listening to Water, Confluences

T23 - Gratitude Attitude

T24 - What is it like to be You

T25 - Eight Limbs of Yoga

W10 - Effective Communication III

Week 11-November 30th

DS14 - Just Like Me

DS15 - Watching the Mind

T26 - Affectionate Writing

T27 – Smiling, Half-Smile and Living with Compassion

W11 - Speaking Tradition

Week 12-December 7th

DS16 - Heart of Peace and Joy

T28 - Minimizing Worry

T29 - Heart Connection

T30 - Entitlement to Miracles

SENATE-APPROVED ADVISORY STATEMENTS

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>.

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY / PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. **All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., online search, other software, etc.). For more details about McMaster’s use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ONLINE ELEMENT

Some courses may use online elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses online elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require

students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

REQUESTS FOR RELIEF FOR MISSED ACADEMIC TERM WORK

McMaster Student Absence Form (MSAF): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work”.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar’s Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

NOTES FOR ALL ARTS & SCIENCE COURSES

1. Some of the statements above refer to a “Faculty Office”; please note that the Arts & Science Program Office serves in this capacity.
2. It is the responsibility of students to check their McMaster email regularly. Announcements will be made in class, via A2L, and/or via the course email distribution list <d-as3DS1@mcmaster.ca>.