

## SKILLS 232/233: ADJUNCT STUDY SKILLS FALL 2016 Syllabus (page 1)

**Welcome and congratulations! You have chosen improve your academic success by participating in one of De Anza's finest programs.**

After completing this course, in the context of your individual academic needs, we hope you will be able to:

1. Identify your academic learning skills strengths and weaknesses.
2. Apply effective study strategies to your content courses.
3. Demonstrate improved academic performance in your content courses.



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**Program Coordinator:** Stephanie Pham (ATC 302)  
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**Academic Skills Center website:**  
[www.deanza.edu/studentsuccess/academicskills](http://www.deanza.edu/studentsuccess/academicskills)

**Hours:** Mornings: M-F 9:00-12:30pm  
Afternoons: M-TH 1:30-5:30pm  
Closed: Friday: 12:30- 5:30pm  
(Skills Center is closed every day 12:30pm-1:30pm)

*Student Success Center Staff:*

Diana Alves de Lima, SSC Co-Director (ATC 309A)  
Melissa Aguilar, SSC Co-Director (S43)  
Stephanie Pham, Program Coordinator, Skills Center  
Sandy Blackborow, Instructional Support Coordinator  
Victoria Kahler, Instructional Support Specialist  
Pat Dowling, Administrative Assistant

**Adjunct Skills 232/233 is a 1/2 unit Pass or No-Pass courses requiring 18 hours of work:**

- ☐ Complete an Orientation and pass the **Orientation Quiz** in Catalyst by end of Week 5;
- ☐ Attend and actively participate in at least **six weekly 50-minute group tutoring sessions**;
- ☐ Complete **four Skills Labs** in Catalyst by end of Week 8;
- ☐ Complete an online **Final Survey** during Weeks 10 and 11

### **Important FALL 2016 Enrollment Dates**

*Students are responsible for dropping courses on their own.*

Week 3: **Friday, October 14** at 11:59 p.m. in MyPortal is the **deadline to drop for a refund**.

Week 4: **Tuesday, October 18** at 11:59 p.m. in MyPortal is the **deadline to add Skills 232/233**.

Week 4: **Wednesday, October 19** at 11:59 p.m. in MyPortal is the **deadline to drop WITHOUT** a "W".

Week 10: **Wednesday, November 30** at 11:59 p.m. in MyPortal is the **deadline to drop WITH** a "W."

*Week 11: Friday, December 9 is the last day of Group Sessions.*

Week 12: **Friday, December 16** is the last day of instruction.

**Holidays: 11/11- Veteran's Day & 11/24 & 25-Thanksgiving Holiday.**

**Orientation:** Students are responsible for passing the Orientation Quiz in Catalyst by deadline (Friday of Week 5). See <http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html>

**Requirements for Skills Labs:** Students are responsible for completing four Skills Labs by Fri Wk 8.

- Follow these instructions: <http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html>
- For each lab, write a 250 word *personal* journal, labeled correctly. Upload into Catalyst to be graded.
- Journals must be *your own* writing. If you use words from a website or another student, you **MUST** give written credit to the source. **Plagiarism will result in a Fail for the lab and/or class.**

**Academic Integrity:** Academic dishonesty will not be tolerated. If a student is found cheating on a lab or violating other codes of academic integrity, he or she will receive a failing grade for the course and will be reported to the content instructor and the college for appropriate action. See De Anza policies: <http://www.deanza.edu/studenthandbook/academic-integrity.html>.

**Student Code of Conduct:** We expect all students to follow the FHDA Student Code of Conduct AP 5510. <http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf>

## **SKILLS 232/233: Adjunct Study Skills**

## FALL 2016 Syllabus (page 2)

### Requirements to Pass Adjunct Skills 232/233 (½ unit Pass/No Pass):

Activity:	Points Possible:
1. Orientation (includes end of quarter Final Evaluation)	10
2. Group Sessions with tutor (8 to 9 group sessions offered per quarter)	70
• Each group session is worth 10 points	
• <u>Minimum of 60 group attendance points</u> (attend at least 6 groups) to Pass	
3. Skills Labs (4 labs offered; each lab is worth 25 points)	100
<b>Total:</b>	<b>180</b>



**Your final grade (Pass or No Pass) will be based on minimum attendance and percent of 180 possible points:**

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = below 59%

You must earn at least 70% (126 points) with at least 6 sessions attended to pass this class. Your grade will be sent to your content-course instructor, who may use it to determine extra credit.

#### Class Web Pages:

<http://www.deanza.edu/studentsuccess/academicskills/adjunctstudyskills.html> Information about the course.

<https://catalyst.deanza.edu/> Catalyst course management system—submit all assignments online.

#### CATALYST LOG IN:

Students must access Catalyst online to submit **ORIENTATION QUIZ** and **LABS**. For log-in info, see the Adjunct Skills orientation page: <http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html>

Weeks:	Group Activities	Requirements & Deadlines
Week 2: 10/3 – 10/7	<b>Preview Week</b> Show up to a group room and meet the Supplemental Instructor (tutor)	Review the <a href="#">Group Session Schedule</a> to determine day, time, and location of your group session. <b>Add codes will be reserved during this week.</b>
Week 3: 10/10 – 10/14	Group Session #1 <b>Group Sessions begin.</b> <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat. <b>Add codes will be given during this week.</b> <b>Friday, October 14 is last date to drop with a refund.</b>
Week 4: 10/17 – 10/21	Group Session #2 Course Content & Skills Discussion	<b>Tuesday, October 18 is last date to add.</b> <b>Wednesday, October 19 is last date to drop without W. Skills Workshops begin Wednesday, October 19.</b>
Week 5: 10/24 – 10/28	Group Session #3 Course Content & Skills Discussion	<b>Friday, October 28, 11:55 p.m</b> is the deadline to complete the Orientation Quiz in Catalyst.
Week 6: 10/31 – 11/4	Group Session #4 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 7: 11/7 – 11/11 <b>11/11-Veteran's Day- No Class</b>	Group Session #5 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 8: 11/14 – 11/18	Group Session #6 Course Content & Skills Discussion Skills Workshops end on Friday	<b>Friday, November 18, 11:55 p.m</b> is deadline to submit (please don't wait until the last minute!) <b>Submit 4 Labs</b> to Catalyst for grading <b>No late submissions.</b>
Week 9: 11/21 – 11/25 <b>11/24 &amp; 25-Thanksgiving - No Class.</b>	Group Session #7 Course Content & Skills Discussion	Attend group sessions.
Week 10: 11/28 – 12/2	Group Session #8 Course Content & Skills Discussion	<b>Wednesday, November 30, is the last day to drop with a "W".</b>
Week 11: 12/5 – 12/9	Group Session #9 (last session) Course Content & Skills Discussion	Check attendance with your Supplemental Instructor.