

ADJUNCT STUDY SKILLS 232/233 WINTER 2016 Syllabus (page 1)



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
Total:	180

Your final quarter grade (Pass or No Pass*) will be based on 180 possible points:

A = 90 – 100%	D = 60 – 69%
B = 80 – 89%	F = below 59%
C = 70 – 79%	

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/studentssuccess/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/studentssuccess/academicskills/adjunctskillsorientation.html>

Weeks:	Group Activities	Requirements & Deadlines
Week 2: 1/11 – 1/15	Preview Week Show up to a group room and meet the Supplemental Instructor (tutor)	Review the Group Session Schedule to determine day, time, and location of your group session. Add codes will be reserved during this week.
Week 3: 1/19 – 1/22 <i>No class on Mon 1/18- Martin Luther King Jr. Day</i>	Group Session #1 Group Tutor Sessions begin. <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat. Add codes will be given during this week. <i>Skills Workshops begin Wednesday, January 20</i>
Week 4: 1/25 – 1/29	Group Session #2 Course Content & Skills Discussion	Monday, January 25 is last date to drop with a refund. Wednesday, January 27 is last date to add. Friday, January 29 is last date to drop without W.
Week 5: 2/1 – 2/5	Group Session #3 Course Content & Skills Discussion	Friday, Feb 5, 11:55 p.m is the deadline to complete the Orientation Quiz in Catalyst.
Week 6: 2/8 – 2/11 <i>No Class Mon 2/12- President's Day Holiday</i>	Group Session #4 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 7: 2/16 – 2/19 <i>No Class Mon 2/15 – President's Day Holiday</i>	Group Session #5 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 8: 2/22 – 2/26	Group Session #6 Course Content & Skills Discussion Skills Workshops end on Friday	Friday, February 26, 11:55 p.m is last day to submit 4 Labs to Catalyst. Skills Labs must be submitted to Catalyst for grading & meet 250 word count required. No late submissions.
Week 9: 2/29 – 3/4	Group Session #7 Course Content & Skills Discussion	Attend group sessions.
Week 10: 3/7 – 3/11	Group Session #8 Course Content & Skills Discussion	Wednesday, March 9, is the last day to drop with a "W".
Week 11: 3/14 – 3/18	Group Session #9 (last session) Course Content & Skills Discussion	Check attendance with your Supplemental Instructor

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Student Learning Outcomes:

In the context of each students' individual needs, students will be able to:

1. Identify their academic learning skills strengths and weaknesses.
2. Apply effective study strategies to increase their success in content course.
3. Demonstrate improved academic performance in content course.

Academic Skills Center website:

www.deanza.edu/studentssuccess/academicskills

Location: Academic Skills Center, ATC 302

Phone: (408) 864-8253

Email: phamstephanie@fhda.edu

Hours: Mornings: M-F 9-12:30pm

Afternoons: M-TH 1:30-5:30pm

(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

Information and general requirements: (Deadline dates and grading scale listed on back)

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 Enrollment Dates: *Students are responsible for dropping courses on their own.*

Week 4: **Monday, January 25** at 11:59 p.m. in MyPortal is the **deadline to drop for a refund.**

Week 4: **Wednesday, January 27** at 11:59 p.m. in MyPortal is the **deadline to add Skills 232/233.**

Week 4: **Friday, January 29** at 11:59 p.m. in MyPortal is the **deadline to drop WITHOUT a "W".**

Week 10: **Wednesday, March 9** at 11:59 p.m. in MyPortal is the **deadline to drop WITH a "W."**

Week 11: Friday, March 18 is the last day of Group Sessions.

Week 12: **Friday, March 25** is the last day of instruction.

Holidays: *Monday, January 18 is Martin Luther King Day;*

Friday, February 12- President Lincoln's Birthday; Monday, February 15- President Washington's Birthday.

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

Requirements for Skills Labs: Students are responsible for completing four Skills Labs by deadline.

- Label correctly and write 250 word *personal* journal. Upload into Catalyst to be graded.
- Follow these instructions: <http://www.deanza.edu/studentssuccess/academicskills/skillslabs.html>
- Journals must be students' *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>.