ADJUNCT STUDY SKILLS 232/233
Spring 2014 Course Outline

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
   • Minimum of 60 group attendance points (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%
- 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](http://www.deanza.edu/studentsuccess/academicskills/adjunctstudyskills.html) Information about the course.
- [https://catalyst.deanza.edu/](https://catalyst.deanza.edu/) Catalyst course management system—submit all assignments online.

CATALYST:
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](http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html)

<table>
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<th>Weeks:</th>
<th>Student</th>
<th>Requirements &amp; Deadlines</th>
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| Week 2: 4/14 – 4/18 | 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 given during this week. |
| Week 3: 4/21 – 4/25 | Group Session #1  
*Group Tutor Sessions begin.*  
Review web site for group session info | Attend first group session in Week 3 to get a seat. Add codes will also be given during this week. Friday, April 25 is last date to drop with a refund. |
| Week 4: 4/28 – 5/2 | Group Session #2  
Course Content Discussion | Skills Workshops begin Monday, April 28. Tuesday, April 29 is last date to add. Thursday, May 1 is last date to drop without “W.” |
| Week 5: 5/5 – 5/9 | Group Session #3  
Course Content Discussion | Friday, May 9, 11:55 p.m is the deadline to complete the Orientation Quiz in Catalyst. |
| Week 6: 5/12 – 5/16 | Group Session #4  
Course Content Discussion | Attend group sessions, workshops and work on Labs. |
| Week 7: 5/19 – 5/23 | Group Session #5  
Course Content Discussion | Attend group sessions, workshops and work on Labs. |
| Week 8: 5/27 – 5/30  
**Holiday: Memorial Day: No class on 5/26** | Group Session #6  
Course Content Discussion  
Skills Workshops end on Friday | Friday, May 30, 11:55 p.m is last day to submit Labs to Catalyst. Skills Labs must be completed, typed, and uploaded into Catalyst for grading. See instructions and minimum word count. No late submissions. |
| Week 9: 6/2 - 6/6 | Group Session #7  
Course Content Discussion | Attend group sessions. |
| Week 10: 6/9 – 6/13 | Group Session #8  
Course Content Discussion | Wednesday, June 11 is last day to drop with “W.” |
| Week 11: 6/16 – 6/20 | Group Session #9 (last session) | Check attendance with your Supplemental Instructor |
Student Learning Outcome: 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/studentsuccess/academicskills

Location: Academic Skills Center, ATC 302
Phone: (408) 864-8253
Email: phamstephanie@fhda.edu
Hours: Mornings: M-F 9:00-12:30pm
       Afternoons: M-TH 1:30-6:00pm
(Skills Center is closed every day 12:30pm-1:30pm)

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 3: Friday, April 25 at 11:59 p.m. in MyPortal is the deadline to drop for a refund.
Week 4: Tuesday, April 29 at 11:59 p.m. in MyPortal is the deadline to add Skills 232/233.
Week 4: Thursday, May 1, at 11:59 p.m. in MyPortal is the deadline to drop with no grade on record.
Week 10: Wednesday, June 11, at 11:59 p.m. in MyPortal is the deadline to drop with a “W.”
Week 12: Monday, June 23 is the last day of instruction.

Holidays: Monday, May 26 (Memorial Day)

Orientation: Students are responsible for passing the Orientation Quiz in Catalyst by deadline.
Orientation information is on the Academic Skills Center website:
http://deanza.edu/studentsuccess/academicskills/adjunktskillssorientation.html

Requirements for Skills Labs: Students are responsible for completing four Skills Labs by deadline.
 • Label correctly and write 200-250 word personal journal. Follow these instructions carefully:
   http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html
 • Upload into Catalyst to be graded.
 • 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.