

Orientation to Skills 232/233

Adjunct Study Skills



About Us

Learn more about the Student Success Center



Passing this Course

We want you to succeed!



Group Sessions

Learn more about our Group Sessions



Skills Labs

Types of Labs & Lab Topics



Odds & Ends

About Final Grades, Reminders, Next Steps



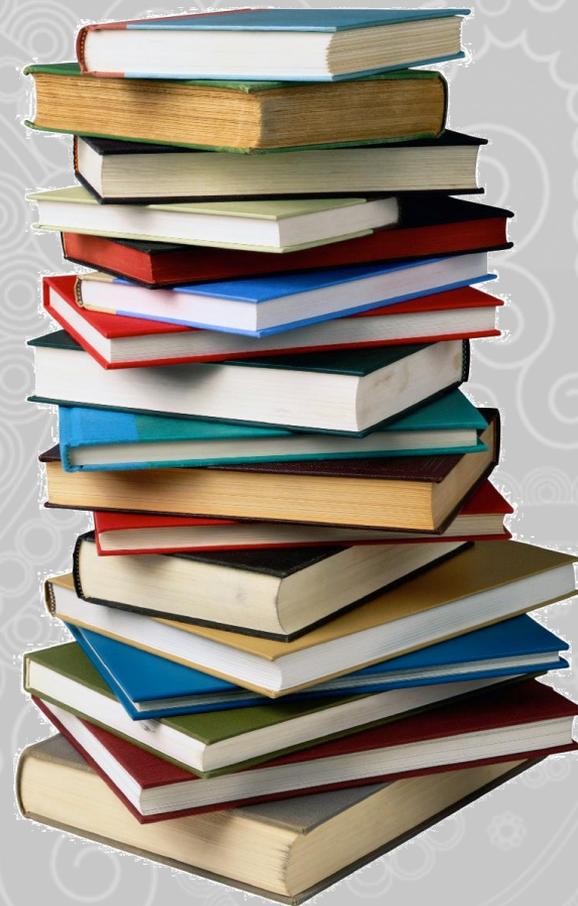
About Us

Welcome to De Anza's Academic Skills Center!

You are about to complete the Orientation for Adjunct Skills 232/233. This ½ unit Pass/No Pass course is designed to help you reach your learning goals in your content course.

After you complete the Orientation and online Study Skills Inventory, you will need to complete a short quiz in Catalyst.

Use the arrows in the left pane to move through the content of this Orientation.



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About Us

We Are Here to Help!



Diana Alves de Lima

Instructor and Co-Director,
Student Success Center

alvesdelimadiana@6da.edu

408-864-8485



Stephanie Pham

Skills Program Coordinator,
Student Success Center

phamstephanie@6da.edu

408-864-8253

Student Success Center staff and student assistants are also available to help you.



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About Us

Hours and Location

The Academic Skills Center is located in **ATC 302**.

Come see us!

Monday – Thursday 9:00 am - 12:30 pm & 1:30 pm- 5:30 pm

Fridays 9:00 am - 12:30 pm

(CLOSED FOR LUNCH 12:30-1:30 PM)



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Passing This
Course

To Pass This Course, You Must...

- **Attend the first group session** to receive an add code. *Space is limited to the first 10 students seated on time at group session.*
- Officially **register** for Adjunct Skills 232 via MyPortal or in Admissions and Records during Weeks 3 & 4 (by deadline, see Course Syllabus).
- Complete the **Orientation Quiz in Catalyst** by the end of week 5, and the **Final Survey** at the end of the quarter.
- Attend and participate in at least **6 weekly Adjunct group tutoring sessions**. We recommend that you attend ALL group sessions.
- Complete **4 Skills Labs** by the end of Week 8, and submit them in Catalyst by the deadline. Don't make the mistake of waiting until the last minute!



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Passing This
Course

Preview Week

- Attend a group session in **Week 2** to meet the Supplemental Instructor (Tutor) and learn about enrolling in this ½ unit class.
- Reserve an Add Code for **Week 3**.
- Meet other students from your class or another section with the same instructor.
- Ask questions about the required skills labs and learn about the **in-person** and **online** options.
- Check the Group Session Schedule for days, times, and location:
<http://deanza.edu/studentsuccess/academicskills/studysessions.html>



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Passing This
Course

Course Structure

Adjunct Skills 232/233 has TWO components:

Group sessions, led by a student Supplemental Instructor (S.I.) who has already passed your course with an “**A**” grade. The S.I. has been selected by your instructor and interviewed and trained by the Academic Skills Center to help your group work together to use effective learning strategies to master course material.

Visit:

<http://www.deanza.edu/studentssuccess/academicskills/studysessions.html>

Skills Labs, available online or as workshops. You must complete four labs on different topics. They will help you study more effectively and teach you learning strategies so you **STUDY SMARTER, NOT HARDER!**

Visit:

<http://www.deanza.edu/studentssuccess/academicskills/skillslabs.html>



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Overview of Group Sessions

- Your first group session begins the third week of the quarter. **You must attend the first session** in order to receive an add code.
- For updated group schedules and locations, visit <http://deanza.edu/studentssuccess/academicskills/studysessions.html>
- Please show up to your group session **on time**, and be prepared to **actively participate** with your group leader and the other students in your group. Bring all your **notes, texts** and **questions** from the class.





Group
Sessions

How Group Sessions Work

Students work with an **SI leader** who:

- Leads activities to practice and review concepts
- Helps group members respond to each other's questions
- Models study strategies for that work
- Creates a fun, energetic environment
- Builds a supportive learning community



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**Group
Sessions**

Student Expectations for Group Sessions

Students in a group:

- Show up on time
- Actively participate
- Come prepared
- Take notes and bring class materials
- Meet other students and make friends
- May meet to study together at other times



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Skills Labs

About Skills Labs

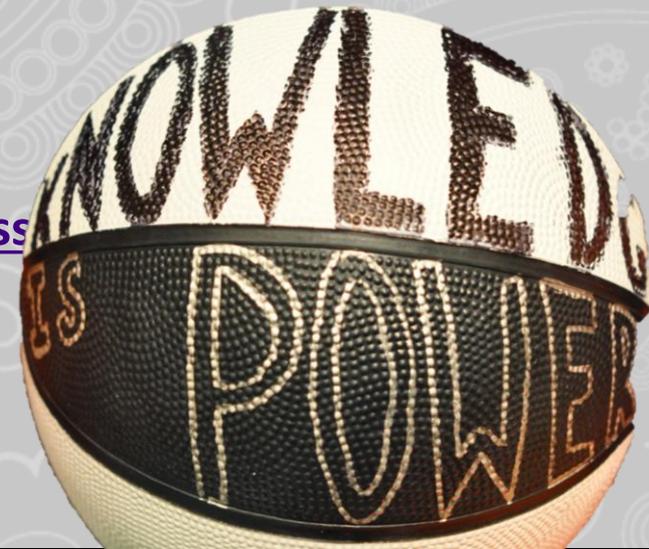
Skills labs help you to learn and use effective college study strategies. You select what you want to learn and how you want to learn it.

Our goal is to help you...

Study Smarter, Not Harder!

The **Skills Lab Sheet** and web page explain the choices, assignments and requirements:

<http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html>



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Skills Labs

Getting Started with Skills Labs

Look at the results of the **Study Skills Inventory** you will take as part of the Orientation Quiz. This will point you to areas you need to improve.

- Review the **Skills Lab Sheet**. Handouts are also available at the Skills Center in the ATC 302 and will be given out by your Supplemental Instructor
- Review the **Workshop Schedule** and attend an in-person workshop during weeks 4-8 of the quarter. We recommend these—you'll meet people and have fun!
- Decide on the topics and formats you will do, and plan accordingly
- Mark your calendar with **the lab deadline** on the Syllabus & Course Outline.
- Submit all four labs online in Catalyst before the deadline. No exceptions!



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START EARLY!

START EARLY!



Skills Labs

Types of Labs

You can mix and match various types of labs, as long as you choose four different topics. Formats include:

- Skills Workshops (in ATC 303 weeks 4-8--see schedule)
- Online videos, articles or presentations
- Content-specific learning strategies
- Content-specific textbook activities



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Lab Options for Skills 232/233
To pass, submit four labs to Catalyst by Friday of Week 8
<http://www.deu.edu/student-success/academic-skills/submitlab>

Lab Requirements: For each lab, login to Catalyst and submit to your typed journal, at least 250 words, describing what you learned and how you will apply the learning skill & study strategy to your academic performance or personal life. For more info, visit website, open to ATC 302, or call (866) 864-4253.

Study Skills	Skills Workshops - ATC 303 (Weeks 4-8)	Internet Resources
Anti-Procrastination	• Anti-Procrastination	3 Powerful Techniques To Beat Procrastination http://www.procrastinate.com/procrastinate/100930/ Overcoming Procrastination: Causes, Myths http://www.studyskills.com/academic-skills/10107730/ Skills of Successful College Students - SCC http://www.studyskills.com/academic-skills/10107730/
Critical Thinking & Problem Solving	• Engaging Ethics	Thinking Like a Genius http://www.studyskills.com/academic-skills/10107730/ How to Set and Achieve any Goal you have in Your Life http://www.studyskills.com/academic-skills/10107730/ Motivation & Goal Setting http://www.studyskills.com/academic-skills/10107730/ How to Get the Most Out of Studying http://www.studyskills.com/academic-skills/10107730/ Discover Your Learning Style http://www.studyskills.com/academic-skills/10107730/
Learning & Teaching Styles	• Communication in Study Groups • Teambuilding	Effective Study Skills http://www.studyskills.com/academic-skills/10107730/ Improving Concentration & Memory http://www.studyskills.com/academic-skills/10107730/ How to Take Good Notes http://www.studyskills.com/academic-skills/10107730/ Taking Better Notes http://www.studyskills.com/academic-skills/10107730/ Study Tips and Note Taking Strategies http://www.studyskills.com/academic-skills/10107730/
Memory & Concentration	• Memory Tricks	
Note Taking	• Note Taking in Class	How to write a good essay http://www.studyskills.com/academic-skills/10107730/ How to Write the Perfect Paper http://www.studyskills.com/academic-skills/10107730/ Essay Writing http://www.studyskills.com/academic-skills/10107730/
Essay Writing	• Analyzing Fragments & Run-Ons • Sentence-Body Paragraph • Get the Most Out of Your Paper • How to Succeed in Summary Writing • Subject-Verb Agreement • The Writing Process: Prewriting, Editing & Revision	



Skills Labs

Lab Topics on Study Strategies

- Time Management
- Anti-Procrastination
- Textbook Reading
- Note Taking
- Essay Writing
- Goal Setting
- Memory & Concentration
- Test Taking & Test Anxiety
- Career & College Skills



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Skills Labs

Specialized Labs

If you don't see a topic that interests you, or are repeating, or are just curious about other lab options, ask us about:

- Community Service Activity (CSA. Lab)
- Course-Related Activity (CRA Lab)
- Co-Supplemental Instructor Practicum (CO-SI Lab)
- Group Study Activity (GSA Lab, for the whole group to complete)

*Ask your Supplemental Instructor
or come to the office for instructions*



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Skills Labs

Requirements to Pass a Lab

1. Check the **Skills Lab Sheet** to choose a topic (your Study Skills Inventory will point to areas you need to improve.)
[View our Skills Lab Sheet \(will open in new window\)](#)
 2. Attend workshops in ATC 303 or complete online activities.
 3. Write a **250-word journal entry** for each of the topics that you choose. Describe what *you* learned and how *you* will apply the learning skills/study strategy to *your* academic performance or personal life. Be personal and unique; avoid generalizations. (More about this on next slide.)
-
1. **Log-in to Catalyst** and submit one journal for each assignment link.
-
1. Labs will usually be graded within one week after due date. Scores are posted in your Catalyst "**Grades**" section.



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Skills Labs

Lab Journal

- The Journals should be a self-reflective analysis or a review of *your own* personal habits, behaviors, experiences, and insights. Use “I” statements that apply specifically to you. Avoid general statements.
- Your grammar does not need to be perfect, but do your best to write clearly so we can understand you. Some mistakes are OK—we grade based on content, not style.
- 250 words minimum for full credit.
- If we suspect plagiarism of any kind you will fail the lab, and may fail the class.
- Label clearly (see below.)

Examples of Lab Journals:

<http://www.deanza.edu/studentuccess/academicskills/labjournal.html>



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Skills Labs

Submitting Labs in Catalyst

1. **Log-in** to Catalyst and click on your **SKIL 232/233** course <https://catalyst.deanza.edu/>
2. **Click** Lab #1, Lab #2, Lab #3, or Lab #4 under the course topic **Labs**
 1. **Type** in a separate document, then paste your Journal into the text box for Lab #1, Lab #2, Lab #3, or Lab #4.
 1. Check formatting after you paste—be sure it is readable.
 2. In the **Subject Line** for each lab assignment, label the **type of lab** (i.e. Skills Workshop) and the **lab topic** (i.e. Goal Setting)



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Example label: Skills Workshop on Anti-Procrastination

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Odds & Ends

Remember...

To **pass** this class you need to successfully **complete the following activities**:

- **Orientation & Study Skills Inventory Quiz** and the end-of-the-quarter **Final Survey**
- **Group Study Sessions with Tutor, a minimum of 6 sessions**
- **4 Skills Labs (250 words minimum per lab)**

*The end-of-the-quarter **Final Survey** link will be opened in Weeks 10 and 11 on the Orientation homepage. You will be sent an email reminder to complete this activity. Your feedback is important!



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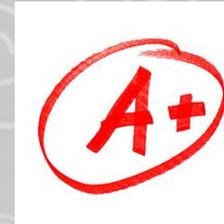


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Odds & Ends

Final Grades



- No final exam is given in Adjunct Skills 232/233. The last group session is in week 11, unless your group has arranged a review session.
- Grades are based on completion of orientation, attendance at group sessions, and on-time submission and quality of skills labs. Review course syllabus for details and deadlines.
- Final grades (P/NP) will be recorded during finals week.
- Your grade will be sent to your content course instructor, who may assign extra credit.



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Odds & Ends

Resources

Refer to the Orientation web page for **handouts** and more:
<http://deanza.edu/studentsuccess/academicsskills/adjunctskillsorientation.html>

You'll find links to the course syllabus, a getting started guide for Catalyst and other important information.

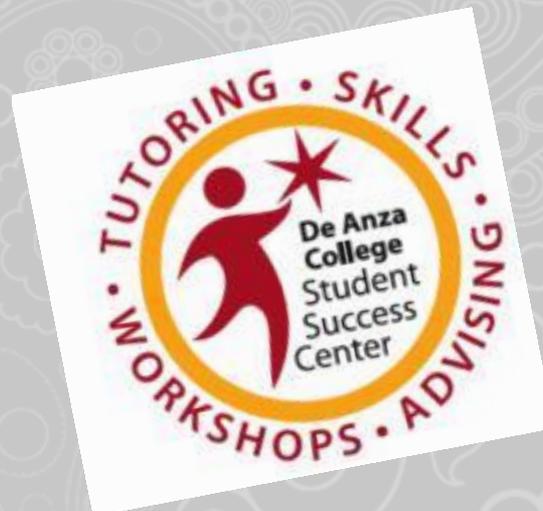
Please don't be shy...ask staff if you need help with anything!



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Congratulations! You Completed the Orientation!

What would you like to do next?

Start Over...

Feel like you need to review this material again before taking the quiz?



Take the Online Study Skills Inventory

You'll need the results for our online quiz.

Will open in a new tab/window.
Make note of your results & return to this tab/window to link to our Orientation Quiz.



Take the Orientation & Study Skills Inventory Quiz

You can re-take it until you get 100%.
A passing grade is 75% - 100%.
Will open in a new tab/window.
You will need to log into Catalyst.



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