

ADJUNCT SKILLS 232 LAB OPTIONS

STUDY SMARTER, NOT HARDER!

Skills 232 is a Strategic Learning Class

Requirements for a **PASS Grade**:
Collaborative Group Study (7 Tutor Sessions)
AND
Independent Study Instruction (4 labs)

Please select your labs in order of your individual needs and priorities. Select topics that will best enhance your overall learning and course content understanding. Use your Skills Diagnostic and Modality Inventory as your guide and ask questions as needed. See the Skills Staff if these choices do not meet your individual needs.

Skills Labs are most effective when completed and applied EARLY in the quarter!

*You may download this lab sheet from
<http://www.deanza.edu/studentssuccess/tutorial/academicskillscenter/adjunctstudyskills.html>*

PLEASE READ THESE IMPORTANT DIRECTIONS BEFORE STARTING A LAB:

- + All Skills labs have 2 parts. You must participate or take notes and do a posttest or reflective journal assignment.
- + You must earn at least 70% (C grade) on both parts to pass a lab.
- + All Skills labs must be completed independently!

To complete a lab...

- + Select 4 different topics/options from those listed on this lab sheet (pages 2-4).
- + Follow the specific directions given for each lab. Fully label all your work with your name, the lab name or number and the name of the materials you used, if applicable. ***Unlabeled or illegible work will NOT be graded.***
- + Submit work as it is completed and submit all labs no later than the final lab deadline listed on your course outline!

***Policy on Academic Honor Code: 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 may be reported to the college for appropriate action. See section on Academic Integrity in your current schedule of classes.

Lab Options

Workshops:

- ❑ Lab A: Campus Workshops (See Workshop Calendar). You may attend up to 4.
 - Participate in a 50 minute workshop available each quarter during weeks 4-8
 - Complete post-test journal assigned in each workshop handout and submit in folder

Online: Visit <http://deanza.edu/studentsuccess>, click Adjunct Study Skills, click Internet Labs B&C at bottom of page

- ❑ Lab B: Internet/General Learning Strategies. You may do 1.
- ❑ Lab C: Internet/Content Strategies. You may do 1.

Specialized (See Staff first):














- ❑ Lab D: C.O.M. (Community Outreach Map). You may do 1.
 - Option I - students involved in community service activities can create a community outreach map
 - Option II - students wishing to research community service activities can follow maps to a community organization. Maps are posted anonymously on the Academic Skills Center website.
- ❑ Lab E: C.O.S.I. (Co-Supplemental Instructor). You may do 1, worth 2 lab credits.
 - Apply effective leadership and communication by leading one group session during the quarter
 - Eligibility requirements must be met first
- ❑ Lab F: Informational Interviewing: Using Campus Resources. You may do 1.
 - Conduct an informational interview with a representative from a campus program
 - The list of campus programs is found in the PowerPoint Orientation
- ❑ Lab G: P.A.S.S. 232
 - Planning Advisory for Study Skills 232
 - Only for students affiliated with the Educational Diagnostic Center (EDC) or Disabled Student Services (DSS) to create a plan of action for completing Adjunct labs
- ❑ Lab H: Fast Forward: Content Group Activity. You may do 1.
 - Group members work together to develop and design an activity or quiz that can be used by future students to understand subject-area
 - Must work with S.I. for approval, signatures, and submittal for credit

Independent Study Labs #1 - 12








Each Independent Study Lab has two parts.

Make sure you clearly label your notes and posttest for each LAB

<p><u>LAB 1: Academic Relationships & Learning & Teaching Styles: Choose one</u></p> <p> <u>The Confident Student, 5th (Motivating Yourself to Learn)</u> Chapter 2, pp. 34-57</p> <p> <u>Learning in College (Socializing Your Learning with Peers)</u> Chapter 5, pp. 95-102</p> <p> <u>College Success (Relationships with Instructors)</u> Chapter 9, pp. only 180-188</p>	<p>Submit:</p> <p><i>Take page of notes, do Posttest: Reflections, p.57 (1 page)</i></p> <p><i>Take page of notes, do Posttest:: Do 5.2, p.104 (1 page)</i></p> <p><i>Take page of notes, do Posttest: Do 7-12, p. 189 (1 page)</i></p>
<p><u>LAB 2: Goal Setting: Choose one</u></p> <p> <u>The Confident Student, 5th (Setting Goals; Solving Problems)</u> Chapter 4, pp. 89-108</p> <p> <u>How to Study in College, 10th (Goal-Setting)</u> Chapter 1, pp. 3-22</p> <p> Video: <u>How to Achieve Goals (12 min)</u></p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Reflections 1-3, p. 109 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Do a GPA for one goal. P.13</i></p> <p><i>Take page of notes; do Posttest: Do Journal (1 page)</i> <i>How will I apply this information?</i></p>
<p><u>LAB 3: Time Management: Choose one</u></p> <p> <u>How to Study in College, 10th (Use Your Time Effectively)</u> Chapter 2, pp. 25-49.....</p> <p> <u>Essential Study Skills 5th (Decreasing Procrastination)</u> Chapter 5, pp. 128-132</p> <p> Video: <u>Time Management OR Procrastination</u></p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Reflection 1-3, p. 52</i></p> <p><i>Take page of notes; do Posttest: Exercise 5.5, p.131 (1 page)</i></p> <p><i>Take 1 page of notes; do Posttest: Journal (1 page)</i> <i>How will I apply this information?</i></p>
<p><u>LAB 4: Test-taking: Choose one</u></p> <p> <u>Claiming Your Victories (All Types: Test-Taking & Memory)</u> Chapter 5, pp. 87-108</p> <p> <u>How to Study in College, 10th (Ace Your Exams)</u> Chapter 12, pp. 303-328</p> <p> <u>How to Study in College, 10th (Written Assignments)</u> Chapter 14, pp. 361-379</p> <p> Video: <u>Strategic Learning</u></p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Journal, p. 107 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Reflection 1-3, p. 331(1 page)</i></p> <p><i>Take page of notes; do Posttest: Reflection 1-3, p. 391(1 page)</i></p> <p><i>Take page of notes; do Posttest: Journal (1 page)</i> <i>How will I apply this information?</i></p>

<p>LAB 5: Note-taking: Choose one</p> <p> <u>The Confident Student, 5th (Classroom Skills)</u> Chapter 5, pp. 112-134</p> <p> <u>Essential Study Skills, 5th (Listening & Lecture Notes)</u> Chapter 10, pp. 263-290</p> <p> Video: <u>Note taking</u> (9 min)</p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Reflections, p. 135 (1page)</i></p> <p><i>Take page of notes; do Posttest: Reflections, p. 289 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Journal (1 page)</i> <i>How will I apply this information?</i></p>
<p>LAB 6: Textbook Reading: Choose one</p> <p> <u>Essential Study Skills 5th (Reading College Textbooks)</u> Chapter 7 pp. 173-192</p> <p> <u>Study and Critical Thinking Skills in College, 6th (Synthesizing Course Content)</u> Chapter 16, p. 325-350</p> <p> Video: <u>Reading Improvement</u> (12 min)</p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Reflection 3, p.191 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Discussion 1-4, p.350 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Journal (1 page)</i> <i>How will I apply this information?</i></p>
<p>LAB 7: Critical Thinking, Problem Solving: Choose one</p> <p> <u>Claiming Your Victories (Critical Thinking/Problem Solving)</u> Chapter 4, pp. 69-84.....</p> <p> <u>Critical Thinking Skills in College (Thinking Critically and Solving Problems)</u> Chapter 7, pp. 123-136</p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Reflections, p. 85 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Analysis 1-4, p.137 (1 page)</i></p>
<p>LAB 8: Concentration: Choose one</p> <p> <u>The Confident Student, 5th (Controlling Your Concentration)</u> Chapter 10, pp. 243-263</p> <p> <u>How to Study in College, 10th (Stay Focused)</u> Chapter 3, pp. 57-70</p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Reflections, p. 264 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Reflection 1-3, pp. 72 and 73 (1 page)</i></p>
<p>LAB 9: Memory: Choose one</p> <p> <u>Overcoming Hurdles to Success (Enhance Your Memory)</u> Chapter 8, pp. 127-141</p> <p> <u>Essential Study Skills, 5th (Processing Information into Memory)</u> Chapter 2, pp. 31-64</p> <p> Video: <u>Memory</u> (21 min)</p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Journal (1 page)</i> <i>How will I apply this information?</i></p> <p><i>Take page of notes; do Posttest: Reflection 3, p.63 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Journal (1 page)</i> <i>How will I apply this information?</i></p>

(All labs have two parts. Closed captioned videos available on request)

<p><u>LAB 10: Essays & Presentations: Choose one</u>  <u>English Fundamentals: Writing Longer Essays</u> Section 4, p. 343-354</p> <p> <u>Overcoming Hurdles to Success (Papers & Presentations)</u> Chapter 11, pp. 182-201.....</p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Journal (1 page)</i> <i>How will I apply this information?</i></p> <p><i>Take page of notes; do Posttest: Question #9, p.202 (1 page)</i> <input type="checkbox"/></p>
<p><u>LAB 11: Test Anxiety, Stress: Choose one</u>  <u>How to Study in College. 10th (Learn How to Handle Pressure)</u> Chapter 4, pp. 77-98</p> <p> <u>Active Learning (Dealing with General Stress)</u> Chapter 8, pp. 121-135</p> <p> Video: <u>Stress Management</u></p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Reflection 1-3, pp.100-101 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Do 8.4, p.135 (1 page)</i></p> <p><i>Take page of notes; Posttest: Journal (1 page)</i> <i>How will I apply this information?</i></p>
<p><u>LAB 12: Career Skills: Choose one</u>  <u>Confident Student. 5th (Building Career Skills)</u> Chapter 15, pp. 355-383</p> <p> <u>Claiming Your Victories (The Job Search)</u> Chapter 10, pp. 183-211</p>	<p>Submit:</p> <p><i>Take page of notes; do Posttest: Reflection, p. 384 (1 page)</i></p> <p><i>Take page of notes; do Posttest: Writing, p. 209 (1 page)</i></p>

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