




ADJUNCT SKILLS OUTLINE & SYLLABUS Winter 2012

Please carefully read your Skills 232 course syllabus on the back of this page.

For additional course information, online orientation and the online labs

go to <http://www.deanza.edu/studentsuccess/tutorial>

The week of	Student & Group	Student & Skills Center
1/9/12 (week 1) <i>SI: Attend Kick-off Meeting</i>		
1/16/12 (week 2) <i>SI: Attend Roundtable Meeting</i>	Register this week for Skills 232 (online or in Admissions)	 Complete your <u>orientation</u> and your lab folder this week.
1/23/12 (week 3) <i>SI: BMH*: Checklist & Memory</i>	Group #1 Course Content Discussion	Select your personal lab options from the gold menu in your folder and begin your labs now.
1/30/12 (week 4) <i>SI: Collect/Record BMH</i> <i>Last day to drop w/ no grade, 1/28</i>	Group #2 Course Content Discussion	↓ Continue working on labs!
2/6/12 (week 5) <i>SI: Orientation check!</i>	Group #3 Course Content Discussion	↓ Continue working on labs!
2/13/12 (week 6) <i>SI: Distribute Checklist for update</i>	Group #4 Course Content Discussion	Complete all 4 Skills Labs to earn 60 Skills ProPoints*: Due date for this: Friday 2/17/12
2/20/12 (week 7) <i>SI: Audit folders; credit earned ProPoints; submit attendance copy</i> <i>Fri. 1/17 to Mon. 1/20 Holiday</i>	Optional or Make-up Group (Group has voted to skip or meet)	
2/27/12 (week 8) <i>Last day to drop with 'W' Fri. 3/2</i> <i>SI: Conference week (in group)</i>	Group #5 Course Content Discussion	
3/5/12 (week 9) <i>SI: Conference week (in group)</i>	Group #6 Course Content Discussion	<u>Absolute last day to complete your Skills Labs</u> <u>Friday, 3/2/12, 12:30PM!</u>
3/12/12 (week 10) <i>SI: Attend Roundtable Meeting</i>	Optional or Make-up Group (Group has voted to skip or meet)	When your last lab has been corrected, take your notes home but <u>leave your lab posttests/journals in your folder</u> . Check attendance with your SI after your last group session. Adjunct course grades will automatically be forwarded to your course instructor during finals week.
3/19/12 (week 11) <i>SI: Complete checklists; return student info sheets; submit master attendance.</i>	Group #7 Review for Course Final	

*** 60Skills ProPoints:**

- Students may earn these by completing 4 Skills labs before the due date; Friday of Week 6
- ProPoint recipients may use their points to make up one group absence during the quarter.
- Groups that earn 100% ProPoints may receive special recognition awards.

***60 Bonus Minute Homework (BMH):**

- Students may earn these by completing assignments on Skills topics that are worth up to 60 minutes.
- BMH recipients may use their minutes to make up one missed Skills lab during the quarter.
- See your Supplemental Instructor or the Skills Staff for further information.

De Anza College's Student Success Center

Academic Skills Program

ADJUNCT SKILLS 232

<http://www.deanza.edu/studentsuccess>

Course Syllabus

Winter 2012

*****Student Learning Outcome***** *Students will identify their academic learning skills strengths and weakness. According to individual needs, students will learn to apply effective study strategies to their content course. Students will actively participate in weekly collaborative content-specific groups and report on their learning progress.*

Location: Skills Center, ATC302/303	Our Staff:
Phone: (408) 864-8253	Diana Alves de Lima, <i>SSC Co-Director</i>
E-mail: oehkaren@deanza.edu	Karen Oeh, <i>Skills Program Coordinator</i>
Hours: Mornings: M-F 8:30-12:30pm	Sandy Blackborow, <i>Instructional Support Coordinator</i>
Afternoons: M-TH 1:30-5:30pm	Victoria Kahler, <i>Instructional Support Specialist</i>
Evenings: M/T: 5:30-7:00pm	Silvia Angelova, <i>Instructional Assistant</i>
<i>(ATC302/303 is closed everyday 12:30pm-1:30pm)</i>	Our Skills Staff Assistants:
	Dianne Jardinez Natalie Javid
	Kristal Caidoy Kristiyan Dzhamalov
	Zeinab Hady

Information and general requirements:

- Enroll in Skill 232. Skills 232 is a 1/2 unit Pass or No-Pass course
- Complete an online Orientation before your **third** group meeting
- Attend and participate in at least seven (7) 50-minute weekly small group sessions
- Complete four (4) Skills labs** before the due date. (See course outline for specific due date)
- Complete a course evaluation by the end of the last group session.

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

Saturday, January 14, 2012 is the last day to drop for a refund for non-residents.

Saturday, January 21, 2012 is the last day to drop for a refund for residents.

Saturday, January 28, 2012 is the last day to drop with no grade of record.

Friday, March 2, 2012 is the last day to drop with a "W."

Holidays: Monday, January 16, 2012; Friday, February 17; Monday, February 20, 2012

**Requirements for Skills Labs:

- Need to complete four Skills Labs before due date. (See course outline for specific due date).
- Completed Labs should be placed into student's individual folder and turned in to be graded. (More information about Lab Folders will be given during Orientation)
- Labs can be hand written or typed
- Follow directions carefully and **label all work**
- Unlabeled or illegible work will **not** be graded
- All Labs must be completed independently

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 will be reported to the content instructor and the college for appropriate action. See section on Academic Integrity in your schedule of classes.