

**2008-2009**

## **ADJUNCT SKILLS LAB OPTIONS**

### ***STUDY SMARTER, NOT HARDER!***

Select your labs in order of your individual needs and priorities. Select topics that will best enhance *your* overall learning and course content proficiency. 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.

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

You may download this lab sheet from <http://www.deanza.edu/tutorial>



## **IMPORTANT!**

**Skills 232 is a strategic learning class that requires collaborative group study and independent study instruction.**  
**All Skills 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 may be reported to the college for appropriate action. See section on Academic Integrity in your current schedule of classes.

### **DIRECTIONS:**

- Select 4 topics from the options listed
- Follow directions carefully
- Label your work (*Unlabeled or illegible work will NOT be graded.*)
- Note: All labs have 2 parts (participation or notes and a posttest/journal).
- You must earn at least 70% on both parts to pass.
- To complete our self-paced labs:
  - ✓ Submit at least one page of main idea notes (on separate sheet of paper).
  - ✓ Submit a typed or hand-written posttest or journal.
- Submit work by the deadline listed on your course outline!

**YOUR SKILLS LAB OPTIONS:** (*See pages 2-4 for more detailed information.*)

- Lab A: Campus Workshops 👍 (*you may do four*)
- Lab B: Internet/General Learning Strategies 📖 (*you may ONLY do one*)
- Lab C: Internet/Content Strategies and Practice 📖 (*you may ONLY do one*)
- Lab D: COM-LINK (Community Outreach Map) 📖 (*you may ONLY do one*)
- Lab E: Group leadership (COSI) 👥 (*If eligible, you may do one for two lab credits*)
- Lab F: Using campus resources (*see list of centers on page 2*)
- Lab G: Lab PASS 232: Planning Advisory for EDC/DSS Students 📌 (*you may do one*)
- Labs 1-12: Self-paced book & video labs 📖/📺 (*You may do four different topics*)
- Lab L1, L2, L3: Grammar, Vocabulary, Spelling Improvement 📖 (*do all 3 for one lab credit*)
- Labs M1-M2: Math Preparation 📖 (*you may do one*)
- Labs S1-S2: Science Preparation 📖 (*you may do one*)

☐  **LAB A: Workshop:**

See our workshop schedule for specific topics.

Go online to download a copy of the current schedule: <http://www.deanza.edu/tutorial>

*Students may attend up to four Skills, WRC, LSL or other campus workshops on different topics for Skills lab credit. Advance sign-up is required, but space is limited. Specific post-workshop assignments are noted on your Skills workshop handout and are due no later than one week after the workshop. Students will be required to show proof of attendance at non-Skills workshops and must submit a journal describing how they will benefit from the workshop information.*

1. Participate in a 50-minute workshop
2. Complete posttest/journal & submit

☐  **LAB B: ONLINE General learning strategies (One lab/one hour maximum off-campus credit)**

- Refer to the above web address or your Skills 232 course orientation packet for more information on Lab B.

☐  **LAB C: ONLINE Content-specific strategies (One lab/one hour maximum off-campus credit)**

- Refer to the above web address or your Skills 232 course orientation packet for more information on Lab C.

☐  **LAB D: COM-LINKS Community Outreach Maps (see staff for instructions) (Do I or II)**

- I. For one lab credit, students involved in community service learning activities can create a community outreach map (COM).
- II. For one lab credit, student wishing to research community service activities can follow maps to a community organization. Please see the Staff for more information. Anonymous COM-LINK maps may be placed on the Tutorial/Skills website.

☐  **LAB E: Introduction to Leadership (COSI) (To be arranged)**

1. A COSI (Co-Supplemental Instructor) Lab may be available to students who already demonstrate a high degree of communication, team-building, and leadership within the Adjunct group. Eligible students must have also earned an A on their last major test or presentation in the linked content class. (See your SI for more information.)
2. Complete a pre-COSI planning form and conduct a scheduled group with your SI's supervision.
3. Submit a completed and signed post-COSI evaluation form for grading. (This lab is worth 2 lab credits.)

COSI forms can be downloaded from <http://www.deanza.edu/tutorial> (Adjunct Skills Information)

☐  **LAB F: Using De Anza Campus Resources: Choose one**

**Informational Interview** (question/answer or discussion) with a representative of one of the following campus programs. Write a 1 page journal about what you learned about that center and how you might use it. Include the name of the person you spoke with and a brochure, handout or business card. Submit.

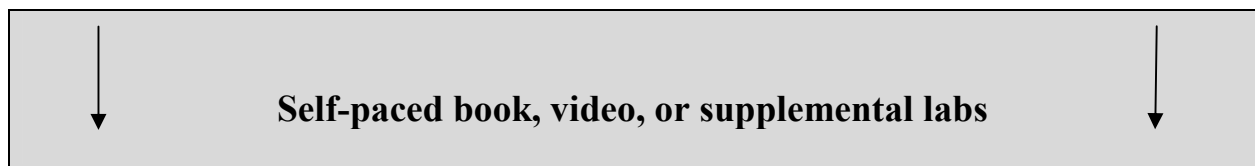
**Student Success Center Programs:**

☐ Skills Center (Self-paced program) ☐ Tutorial Center ☐ Listening Speaking Lab (LSL) ☐ Writing Reading Center (WRC),

**Campus Services, Support & Communities:** ☐ Career Center ☐ Counseling Center ☐ Computer Applications & Office Systems (CAOS) ☐ De Anza Associated Student Body (DASB) ☐ Institute for Community and Civic Engagement (ICCE) ☐ Transfer Center ☐ Disability Support Services (DSS) ☐ Educational Diagnostic Center (EDC) ☐ Financial Aid ☐ Health Services ☐ Child Development Center ☐ Extended Opportunity Programs & Services (EOPS) ☐ Student Success & Retention Services (SSRS) ☐ Cross Cultural Partners (CCP) ☐ Math Performance Success (MPS) ☐ Puente Program ☐ Renew ☐ Student Clubs

☐  **LAB G: Planning Advisory for Study Skills 232 (PASS 232). For students using the Educational Diagnostic Center (EDC) or Disabled Student Services (DSS).**

1. Set up one 30-minute conference; meet with a Skills Instructor to clarify course goals and objectives.
2. Complete and submit Planned Action for Study Skills 232 (Instructor will issue)



□ **LAB 1: Learning & Teaching Styles: Choose one**

- 📖 The Confident Student, 5th (Motivating Yourself to Learn)  
Chapter 2, pp. 34-57 ..... Take 1 page of notes      **Post Test: Reflections, (1 page) p.57**
- 📖 Study and Critical Thinking Skills in College, 6<sup>th</sup> (Learning Styles & Teaching Styles)  
Chapter 8, pp. 140-159 ..... Take 1 page of notes      **Post Test: Do 8.5 & 8.6 p. 155-6**

□ **LAB 2: Academic Relationships: Choose one**

- 📖 Learning in College (Socializing Your Learning with Peers)  
Chapter 5, pp. 95-102 ..... Take 1 page of notes      **Post Test: Do 5.2, p.104 (1 page)**
- 📖 College Success (Relationships with Instructors & Leadership in Groups)  
Chapter 9, pp. only 180-188 ..... Take 1 page of notes      **Post Test: Do 7-12, p. 189**

□ **LAB 3: Goal Setting: Choose one**

- 📖 The Confident Student, 5th (Setting Goals; Solving Problems)  
Chapter 4, pp. 89-108 ..... Take 1 page of notes      **Post Test: Reflections, (1 page) p.109**
- 📖 How to Study in College, 8<sup>th</sup> (Setting Goals)  
Chapter 1, pp. 2-16 ..... Take 1 page of notes      **Post Test: Do a GPA for one goal, p.14 (top)**
- 🎥 Video: How to Achieve Goals (12 min) .....      Take 1 page of notes      **Post Test: Journal (1 page) How will I apply this information?**

□ **LAB 4: Time Management: Choose one**

- 📖 How to Study in College 8<sup>th</sup>, (Controlling Your Time)  
Chapter 2, pp. 20-40 ..... Take 1 page of notes      **Post Test: Short Answer 1-4 (1 page) p. 42**
- 🎥 Video: Time Management (18 min) .....      Take 1 page of notes      **Post Test: Journal (1 page) How will I apply this information?**
- 📖 Essential Study Skills 5<sup>th</sup> (Decreasing Procrastination)  
Chapter 5, pp. 128-132 ..... Take 1 page of notes      **Post Test: Exercise 5.5 (1 page) p.131**
- 🎥 Video: Overcoming Procrastination (12 min) ..      Take 1 page of notes      **Post Test: Journal (1 page) How will I apply this information?**

□ **LAB 5: Test-taking: Choose one**

- 📖 Claiming Your Victories (All Types: Test-Taking & Memory)  
Chapter 5, pp. 87-108 ..... Take 1 page of notes      **Post Test: Journal: (1 page), p.107**
- 📖 How to Study in College 8<sup>th</sup> (Mastering Objective Tests)  
Chapter 13, pp. 282-299 ..... Take 1 page of notes      **Post Test: Short Answer 1-4, p.301**
- 📖 How to Study in College 8<sup>th</sup> (Tackling Essay Exams)  
Chapter 14, pp. 304-318 ..... Take 1 page of notes      **Post Test: Short Answer 1-4, p.320**
- 🎥 Video: Strategic Learning .....      Take 1 page of notes      **Post Test: Journal (1 page)**  
How will I apply this information?

□ **LAB 6: Test Anxiety & Stress: Choose one**

- 📖 How to Study in College, 8<sup>th</sup> (Managing Test Anxiety)  
Chapter 12, pp. 264-278 ..... Take 1 page of notes      **Post Test: Short Answer 1-4, p. 280**
- 📖 Active Learning (Dealing with Stress)  
Chapter 8, pp. 121-135 ..... Take 1 page of notes      **Post Test: Do 8.4 (1 page) p. 135**
- 🎥 Video: Stress Management (10 min).....      Take 1 page of notes      **Post Test: Journal (1 page)**  
How will I apply this information?



□ **LAB 7: Note-taking: Choose one**

- 📖 The Confident Student, 5th (Classroom Skills)  
Chapter 5, pp. 112-134 ..... Take 1 page of notes      **Post Test: Reflections, (1 page) p.135**
- 📖 Essential Study Skills, 5<sup>th</sup> (Listening & Lecture Notes)  
Chapter 10, pp. 263-290 ..... Take 1 page of notes      **Post Test: Reflection 3 (1 page), p.289**
- 🎥 Video: Note taking (9 min) .....      Take 1 page of notes      **Post Test: Journal (1 page)**  
How will I apply this information?

□ **LAB 8: Textbook & Critical Reading: Choose one**




- 📖 Essential Study Skills 5<sup>th</sup> (Reading College Textbooks)  
Chapter 7 pp. 173-192 ..... Take 1 page of notes      **Post Test: Reflection 3, p.191**
- 📖 Study and Critical Thinking Skills in College, 6<sup>th</sup> (Synthesizing Course Content)  
Chapter 16, p. 325-350 ..... Take 1 page of notes      **Post Test: Discussion 1-4, pp. 350**
- 🎥 Video: Reading Improvement (12 min) .....      Take 1 page of notes      **Post Test: Journal (1 page)**  
How will I apply this information?

❑ **LAB 9: Concentration: Choose one**

-  The Confident Student, 5th (Controlling Your Concentration)  
Chapter 10, pp. 243-263 ..... *Take 1 page of notes*
-  How to Study in College, 8th (Concentrating & Focusing)  
Chapter 3, pp. 44-54 ..... *Take 1 page of notes*

**Post Test: Reflections (1 page) p.264**  
**Post Test: Short Answer 1-4, p.56**



❑ **LAB 10: Memory: Choose one**

-  Overcoming Hurdles to Success (Enhance Your Memory)  
Chapter 8, pp. 127-141 ..... *Take 1 page of notes*
-  Essential Study Skills, 5th (Processing Information into Memory)  
Chapter 2, pp. 31-64 ..... *Take 1 page of notes*
-  Video: Memory (21 min) ..... *Take 1 page of notes*

**Post Test: Journal (1 page)**  
*How will I apply this information?*

**Post Test: Your Reflection 3, (1 page) p.63**  
**Post Test: Journal (1 page)**  
*How will I apply this information?*




❑ **LAB 11: Essays & Oral Presentations: Choose one**

-  Overcoming Hurdles to Success (Papers & Presentations)  
Chapter 11, pp. 182-201 ..... *Take 1 page of notes*
-  English Fundamentals: Writing Longer Essays  
Section 4, p. 343-354 ..... *Take 1 page of notes*

**Post Test: Question #9 (1 page), p.202**

**Post Test: Journal (1 page)**  
*How will I apply this information?*

❑ **LAB 12: Career Skills: Choose one**

-  Confident Student, 5th (Building Career Skills)  
Chapter 15, pp. 355-383 ..... *Take 1 page of notes*
-  Cornerstone 2nd (What Are You Doing The Rest of Your Life?)  
Chapter 16, pp. 361-380 ..... *Take 1 page of notes*
-  Claiming Your Victories (The Job Search)  
Chapter 10, pp. 183-211 ..... *Take 1 page of notes*

**Post Test: Reflections (1 page), p. 384**  
**Post Test: Journal (1 page)**  
*How will I apply this information?*

**Post Test: Writing (1 page) p. 209**

**SKILLS LAB OPTIONS L, M, S (SUPPLEMENTAL)**

❑ **L1-L3: Language Improvement (see Staff). (Do all 3 sections for one lab credit)**



**L1: Grammar, L2: Vocabulary, and L3: Spelling Improvement**

Take our diagnostics to discover areas where you need improvement. Follow directions, self-correct. Submit.

❑ **M1-M2: Math Preparation (Choose one)**



**M1: Mastering Mathematics (Studying for Your Mathematics Class)**  
Chapter 5, pp.57-85 ..... *Take 1 page of notes*

**Post Test: Journal (1 page)**  
*How will I apply this information?*



**M1: Essential Study Skills, 5th (Taking Math Tests)**  
Chapter 5, pp.57-85 ..... *Take 1 page of notes*

**Post Test: Reflection (1 page), p.373 #3**



**M2: Overcoming Math Anxiety**  
Select **one** chapter (Chapter 4, 5, 6, 7) ..... *Take 1 page of notes*

**Post Test: Journal (1 page)**  
*How will I apply this information?*

❑ **S1-S3: Science Preparation (Choose one)**



**S1: Becoming a Successful Student, 2nd (Reading Science Textbooks)**  
Appendix, pp. 394-407 ..... *Take 1 page of notes*

**Post Test: Journal (1 page)**  
*How will I apply this information?*



**S2: Study & Critical Thinking Skills in College, 6th (Life & Physical Sciences)**  
Chapter 10, only pp.184-190 ..... *Take 1 page of notes*

**Post Test: Do 10.2, p.190**