

## Adjunct Study Skills Orientation


Welcome to De Anza's Academic Skills Center


You are about to complete part one of our two-part orientation for Adjunct Skills 232, a one half unit Pass/No Pass course designed to help you reach your learning goals in your content course.


To watch this presentation:


1. Click "[Slide Show](#)" on the main menu above.
2. Then click "[View Show](#)"
3. Mouse click or hit return to view each screen.


## We are in L47 to assist you.




 **Diana Alves de Lima, Tutorial Coordinator**

 **Jeannie Kastelic, Skills Center Coordinator**

 **Tony Basques, Instructor**

 **Katie Brundage, Instructor**

 **Bettina Brockmann, Teaching Assistant**


## Our Hours

The Academic Skills Center in L47 is open 

M-F 8:30am-12:30pm  
M-T 1:30-7:00pm, W-TH 1:30-5:30pm

**WE ARE CLOSED EVERY DAY**  
**FROM 12:30-1:30PM**

## Overview & Objectives



Adjunct Skills 232 will provide you with two types of instruction:

1. Small group content-based tutorials led by a supplemental instructor (SI), a student who has already passed your content course and been selected by your course instructor, and...
2. A variety of skills labs that can help you study more effectively.

## To complete this course

### You need to

- ❑ Officially enroll in Skills 232
- ❑ Read this orientation
- ❑ Set up your lab folder in L47 and pick up your Skills 232 course outline
- ❑ Participate in at least 7 weekly small group tutorial sessions
- ❑ Complete 4 Skills labs by the last due date on your Skills 232 outline.

## Important Group Procedures



- Your group's location and a campus map will be posted outside L47 at the beginning of week 3.
- To complete your group requirement, you need to come on time, be prepared and actively participate with your group leader and the other students in your group.
  - Communicate with each other regularly via e-mail or use our content-based online discussion boards throughout the quarter to extend your learning.

<http://group.deanza.fhda.edu/tutorial>

## Important Skills Lab Information

### Target lab due dates are listed on your Skills 232 course outline.

- Be sure to pick up your Skills 232 course outline when you complete your lab folder in L47.
- ❑ The **absolute last day to submit lab work for credit is the end of week 9.**
  - Note: Late work will not be accepted.
- ❑ If you complete all 4 labs early (by the 4<sup>th</sup> target due date listed on your outline), you will earn 60 Skills ProPoints from your SI.



(See the next frame for more information.)

## What are Pro Points?



- Individuals who complete 4 labs by the 4<sup>th</sup> target due date earn Pro Points. These points can be cashed in to cover one group absence.
- When all active members of a group earn Pro Points, the group receives a special recognition award.

## Your Skills Lab Options

The labs help you to learn and use effective college learning strategies. Our slogan and our goal is to help you...

*Study smarter, not harder!*

Everyone has different needs, so in Skills 232, you get to choose what you want to learn and how you want to learn it.

To download our current Lab Options, go to [http://faculty.deanza.fhda.edu/alvesdelimadiana/stories/storyReader\\$449](http://faculty.deanza.fhda.edu/alvesdelimadiana/stories/storyReader$449)

*The next frames will give you an overview and explain more about your lab choices.*

## Lab A: Attend a Workshop

- Small group Skills workshops are available on a variety of topics.
  - Check our current workshop schedule at ...  
[http://faculty.deanza.fhda.edu/alvesdelimadiana/stories/storyReader\\$9](http://faculty.deanza.fhda.edu/alvesdelimadiana/stories/storyReader$9)
- You can attend up to 4 Skills workshops for lab credit. (Please sign up in L47 in advance.)
- **Within one week after completing a workshop, submit the required post-test, journal or activity for lab credit.**



## Labs B & C: Do Internet Labs at Home

- You may do one Lab B and one Lab C.
  - *Lab B is on general learning strategies, and*
  - *Lab C is specific to your course content.*
- To complete Lab B and Lab C, go to the following web address or follow the hard copy instructions in your Skills 232 outline.  
[http://faculty.deanza.fhda.edu/alvesdelimadiana/stories/storyReader\\$155](http://faculty.deanza.fhda.edu/alvesdelimadiana/stories/storyReader$155)
- One hour of credit will be given for each online lab you complete and pass.



## Lab D: COM-LINK (I & II)

- C.O.M. stands for Community Outreach Map  
Working in the community gives students special skills that enhance the college learning experience.
  - I. If you are involved with a community service organization or are doing a community service learning project in one of your classes, you can submit a COM that will enable others to learn about your organization.
    - *COMs may be posted anonymously on our website.*
  - II. Or you may follow a COM, when available, to enable you to contact a community organization to learn how you might get involved in helping others.
    - *See the Skills staff for more information.*



## Lab E: Do a COSI Lab

- A COSI (Co-Supplemental Instructor) is a practicum that enables eligible students to learn and practice leadership, communication, and team-building skills within a group setting.
- If you received an “A” on your first major exam or project in your content class and are interested in doing this lab, talk to your SI.
- COSI instructions are online at <http://webfiles.deanza.edu/~a/awade/linad/aha/stories/storyReaders302>
- A COSI Lab is worth 2 lab credits.

## Lab F: Using De Anza Resources

Do one informational interview with a representative of a De Anza Center (*i.e., Counseling*) that you are not currently familiar with to find out how that program might benefit you and your success in college.



See the current Lab Options sheet for a list of campus resources.

## Lab G: P.A.S.S. 232

- This lab is designed for students using EDC or DSS services on campus.
- You may meet with a Skills instructor to plan your Skills course goals.
- See the Skills Staff to make an appointment.
- Submit a PASS 232 form for credit.



## Labs 1-15: Do a Book or Video Assignment



- Book and video labs are available on a variety of topics. All materials are available in the Skills Center.
- These labs are self-paced, so you may do them whenever the Skills Center is open.
- See your Lab Options sheet in your Skills lab folder for specific instructions.

## Skills Center (L47) Lab Procedures:

1. Get your manila folder from the Skills file cabinet and check in with the Staff.
2. Choose a lab. (The diagnostic you complete in L47 after this orientation will also guide you as to which labs are best for you.)
3. Read and follow the directions carefully. Ask ?s.
4. Label all your work.
5. When you are ready to leave, return the materials and check out with the Staff.
6. If you complete a lab, place your folder on top of the file drawer for grading.

## Evaluations and Conferences

- During weeks 8 or 9, we will ask you to complete a short course evaluation.
- The Skills Staff will briefly meet with you during your group session to check your progress.



## Participation and Grading

- Group attendance credit is given for active participation and will be verified at the end of the quarter.
- You must pass the post-tests or journals for all 4 labs. Labs are graded as follows:
  - 90-100% is a Pass + (A)
  - 80-89% is a Pass (B)
  - 70-79% is a Pass - (C)
- Labs that do not pass, can be redone and resubmitted for a second grading.



## Final Grades



- No final exam is given in Skills 232.
- Final grades (P/NP) will be recorded during finals week and automatically forwarded to the linked course instructor.

You have just completed part I of your orientation. Now come to L47 right away to complete Part 2:



- Tell the Skills Center Staff in L47 that you have completed the online orientation.
- Pick up your Skills 232 course outline and get a manila folder from the Staff.
- Take the orientation quiz.

## Complete your Skills Lab Folder:

1. Label your folder with your last name, first name and course code (this code is noted at the top of your Skills 232 outline).
2. Complete the top of the Student Time Log and Attendance Sheet inside your folder.
3. Complete the Skills Diagnostic and Learning Modality Sheets inside your folder.
4. Complete your Student Information Sheet.

## To Get Orientation Credit

- Give your completed folder to the Staff.
- The staff will correct your orientation quiz and give you one hour of Skills credit.
- Show your completed quiz to your SI during your next session.
- Your folder will be filed in L47 in the Skills cabinet marked "Manila Folders."



## Remember...



You need to complete your orientation and folder, attend and participate in 7 tutorial sessions and pass 4 labs by the required due dates to pass this class.

## We Wish You Success!

If you have questions, please contact us.

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Good luck with all your courses this quarter.