Requirements to Pass Adjunct Skills 232/233 (½ unit Pass/No Pass):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Orientation (includes end of quarter Final Evaluation)</td>
<td>10</td>
</tr>
<tr>
<td>2. Group Sessions with tutor (8 to 9 group sessions offered per quarter)</td>
<td>70</td>
</tr>
<tr>
<td>- Each group session is worth 10 points</td>
<td></td>
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<tr>
<td>- Minimum of 60 group attendance points (attend at least 6 groups) to Pass</td>
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<tr>
<td>3. Skills Labs (4 labs offered; each lab is worth 25 points)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

Your final quarter grade (Pass or No Pass*) will be based on 180 possible points:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = below 59%

You must earn at least 70% (126 points) with **at least 6 sessions attended** to pass this class. Your grade will be sent to your content-course instructor, who may use it to determine extra credit.

Class Web Pages:
- [http://www.deanza.edu/studentsuccess/academicskills/adjunctstudyskills.html](http://www.deanza.edu/studentsuccess/academicskills/adjunctstudyskills.html) Information about the course.
- [https://catalyst.deanza.edu/](https://catalyst.deanza.edu/) Catalyst course management system—submit all assignments online.

**CATALYST LOG IN:**
Students must access Catalyst online to submit ORIENTATION QUIZ and LABS. For log-in info, see the Adjunct Skills orientation page: [http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html](http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html)

<table>
<thead>
<tr>
<th>Weeks:</th>
<th>Student</th>
<th>Requirements &amp; Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2: 9/28 – 10/2</td>
<td><strong>Preview Week</strong> Show up to a group room and meet the Supplemental Instructor (tutor)</td>
<td>Review the <a href="#">Group Session Schedule</a> to determine day, time, and location of your group session. <strong>Add codes will be reserved during this week.</strong></td>
</tr>
<tr>
<td>Week 3: 10/5 – 10/9</td>
<td><strong>Group Session #1</strong> <strong>Group Tutor Sessions begin.</strong> Review web site for group session info</td>
<td>Attend first group session in Week 3 to get a seat. <strong>Add codes will be given during this week. Friday, Oct 9 is last date to drop with a refund.</strong></td>
</tr>
<tr>
<td>Week 4: 10/12 – 10/16</td>
<td><strong>GroupSession #2</strong> <strong>Course Content Discussion</strong></td>
<td><strong>Tuesday, Oct 13 is last date to add.</strong> Skills Workshops begin Wednesday, Oct 14. <strong>Wednesday, Oct 14 is last date to drop without W.</strong></td>
</tr>
<tr>
<td>Week 5: 10/19 – 10/23</td>
<td><strong>Group Session #3</strong> <strong>Course Content Discussion</strong></td>
<td><strong>Friday, October 23, 11:55 p.m.</strong> is the deadline to complete the Orientation Quiz in Catalyst.</td>
</tr>
<tr>
<td>Week 6: 10/26 – 10/30</td>
<td><strong>Group Session #4</strong> <strong>Course Content Discussion</strong></td>
<td>Attend group sessions, workshops and work on Labs.</td>
</tr>
<tr>
<td>Week 7: 11/2 – 11/6</td>
<td><strong>Group Session #5</strong> <strong>Course Content Discussion</strong></td>
<td>Attend group sessions, workshops and work on Labs.</td>
</tr>
<tr>
<td>Week 8: 11/9 – 11/13</td>
<td><strong>Group Session #6</strong> <strong>Course Content Discussion</strong> <strong>Skills Workshops end on Friday</strong></td>
<td><strong>Friday, November 13, 11:55 p.m.</strong> is last day to submit 4 Labs to Catalyst. Skills Labs must be submitted to Catalyst for grading &amp; meet 250 word count required. <strong>No late submissions.</strong></td>
</tr>
<tr>
<td>Week 9: 11/16 – 11/20</td>
<td><strong>Group Session #7</strong> <strong>Course Content Discussion</strong></td>
<td>Attend group sessions.</td>
</tr>
<tr>
<td>Week 10: 11/23 – 11/27</td>
<td><strong>Group Session #8</strong> <strong>Course Content Discussion</strong></td>
<td><strong>Monday, Nov 23 is the last day to drop with a “W.”</strong></td>
</tr>
<tr>
<td>Week 11: 11/30 – 12/4</td>
<td><strong>Group Session #9 (last session)</strong></td>
<td>Check attendance with your Supplemental Instructor</td>
</tr>
</tbody>
</table>
De Anza College’s Student Success Center

ADIJUNCT STUDY SKILLS 232/233
FALL 2015 SYLLABUS

Student Learning Outcomes:

In the context of each students' individual needs, students will be able to:
1. Identify their academic learning skills strengths and weaknesses.
2. Apply effective study strategies to increase their success in content course.
3. Demonstrate improved academic performance in content course.

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Student Success Center Staff:
Diana Alves de Lima, SSC Co-Director (ATC 309A)
Melissa Aguilar, SSC Co-Director (S43)
Stephanie Pham, Program Coordinator, Skills Center
Sandy Blackborow, Instructional Support Coordinator
Victoria Kahler, Instructional Support Specialist
Pat Dowling, Administrative Assistant

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Academic Skills Center website:
www.deanza.edu/studentsuccess/academicskills

Location: Academic Skills Center, ATC 302
Phone: (408) 864-8253
Email: phamstephanie@fhda.edu
Hours: Mornings: M-F 9-12:30pm
        Afternoons: M-TH 1:30-5:30pm
        (Skills Center is closed every day 12:30pm-1:30pm)

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Information and general requirements: (Deadline dates and grading scale listed on back)

**Adjunct Skills 232/233 is a 1/2 unit Pass or No-Pass course requiring 18 hours of work:**
- Complete an Orientation and pass the Orientation Quiz in Catalyst by end of Week 5;
- Attend and actively participate in at least six weekly 50-minute group tutoring sessions;
- Complete four Skills Labs in Catalyst by end of Week 8;
- Complete an online Final Survey during Weeks 10 and 11.

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

Week 3: Friday, Oct 9 at 11:59 p.m. in MyPortal is the deadline to drop for a refund.
Week 4: Tuesday, Oct 13 at 11:59 p.m. in MyPortal is the deadline to add Skills 232/233.
Week 4: Wednesday, Oct 14 at 11:59 p.m. in MyPortal is the deadline to drop WITHOUT a “W”.
Week 10: Monday, Nov 23 at 11:59 p.m. in MyPortal is the deadline to drop WITH a “W.”

**Week 11: Friday, December 4 is the last day of Group Sessions.**

Week 12: Monday, December 7 is the last day of instruction.
**Holidays: Wednesday, November 11 (Veterans Day).**
**Thursday, November 26-27 (Thanksgiving)**

**Orientation:** Students are responsible for passing the Orientation Quiz in Catalyst by deadline (Friday of Week 5.) See http://deanza.edu/studentsuccess/academicskills/adjunctskillsonrientation.html

**Requirements for Skills Labs:** Students are responsible for completing four Skills Labs by deadline.
- Label correctly and write 250 word personal journal. Upload into Catalyst to be graded.
- Follow these instructions: http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html
- Journals must be students’ own writing. If you use words from a website or another student, you MUST give written credit to the source. Plagiarism will result in a Fail for the lab and/or class.

**Academic Integrity:** 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 De Anza policies: http://www.deanza.edu/studenthandbook/academic-integrity.html.