

SKILLS 232/233: ADJUNCT STUDY SKILLS FALL 2016 Syllabus (page 1)

Welcome and congratulations! You have chosen improve your academic success by participating in one of De Anza's finest programs.

After completing this course, in the context of your individual academic needs, we hope you will be able to:

1. Identify your academic learning skills strengths and weaknesses.
2. Apply effective study strategies to your content courses.
3. Demonstrate improved academic performance in your content courses.



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

Hours: Mornings: M-F 9:00-12:30pm
Afternoons: M-TH 1:30-5:30pm
Closed: Friday: 12:30- 5:30pm
(Skills Center is closed every day 12:30pm-1:30pm)

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

Adjunct Skills 232/233 is a 1/2 unit Pass or No-Pass courses 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

Important FALL 2016 Enrollment Dates

Students are responsible for dropping courses on their own.

Week 3: **Friday, October 14** at 11:59 p.m. in MyPortal is the **deadline to drop for a refund**.

Week 4: **Tuesday, October 18** at 11:59 p.m. in MyPortal is the **deadline to add Skills 232/233**.

Week 4: **Wednesday, October 19** at 11:59 p.m. in MyPortal is the **deadline to drop WITHOUT** a "W".

Week 10: **Wednesday, November 30** at 11:59 p.m. in MyPortal is the **deadline to drop WITH** a "W."

Week 11: Friday, December 9 is the last day of Group Sessions.

Week 12: **Friday, December 16** is the last day of instruction.

Holidays: 11/11- Veteran's Day & 11/24 & 25-Thanksgiving Holiday.

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

Requirements for Skills Labs: Students are responsible for completing four Skills Labs by Fri Wk 8.

- Follow these instructions: <http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html>
- For each lab, write a 250 word *personal* journal, labeled correctly. Upload into Catalyst to be graded.
- Journals must be *your 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>.

Student Code of Conduct: We expect all students to follow the FHDA Student Code of Conduct AP 5510. <http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf>

SKILLS 232/233: Adjunct Study Skills

FALL 2016 Syllabus (page 2)

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

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

Your final grade (Pass or No Pass) will be based on minimum attendance and percent of 180 possible points:

A = 90 – 100%

D = 60 – 69%

B = 80 – 89%

F = below 59%

C = 70 – 79%

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/studentuccess/academicskills/adjunctstudyskills.html> Information about the course.

<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/studentuccess/academicskills/adjunctskillsorientation.html>

Weeks:	Group Activities	Requirements & Deadlines
Week 2: 10/3 – 10/7	Preview Week Show up to a group room and meet the Supplemental Instructor (tutor)	Review the Group Session Schedule to determine day, time, and location of your group session. Add codes will be reserved during this week.
Week 3: 10/10 – 10/14	Group Session #1 Group Sessions begin. <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat. Add codes will be given during this week. Friday, October 14 is last date to drop with a refund.
Week 4: 10/17 – 10/21	Group Session #2 Course Content & Skills Discussion	Tuesday, October 18 is last date to add. Wednesday, October 19 is last date to drop without W. Skills Workshops begin Wednesday, October 19.
Week 5: 10/24 – 10/28	Group Session #3 Course Content & Skills Discussion	Friday, October 28, 11:55 p.m is the deadline to complete the Orientation Quiz in Catalyst.
Week 6: 10/31 – 11/4	Group Session #4 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 7: 11/7 – 11/11 11/11-Veteran's Day- No Class	Group Session #5 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 8: 11/14 – 11/18	Group Session #6 Course Content & Skills Discussion Skills Workshops end on Friday	Friday, November 18, 11:55 p.m is deadline to submit (please don't wait until the last minute!) Submit 4 Labs to Catalyst for grading No late submissions.
Week 9: 11/21 – 11/25 11/24 & 25-Thanksgiving - No Class.	Group Session #7 Course Content & Skills Discussion	Attend group sessions.
Week 10: 11/28 – 12/2	Group Session #8 Course Content & Skills Discussion	Wednesday, November 30, is the last day to drop with a "W".
Week 11: 12/5 – 12/9	Group Session #9 (last session) Course Content & Skills Discussion	Check attendance with your Supplemental Instructor.