

ADJUNCT STUDY SKILLS 232 Course Outline Spring 2013



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

Activity:	Credit:
• 1 Orientation (includes end of quarter Final Evaluation)	1
• 7 50-minute Group Sessions with Tutor	7
• 4 Skills Labs completed, typed, uploaded to Catalyst, and graded “Pass”	4
Total:	12 = Pass

Class Web Pages:

<http://www.deanza.edu/studentsuccess/academicskills/adjunctstudyskills.html>

<https://catalyst.deanza.edu/> (Catalyst course management system)

CATALYST:

- Students complete and pass the Online Orientation Quiz in Catalyst by deadline date for credit.
- Students complete, type, and upload 4 Skills Labs in Catalyst by deadline date for credit.
- Students and tutors use Forums to extend group discussion, post resources, and ask and answer each other's questions.
- For more information about how to log in to Catalyst, view the handout located on the Skills Online Orientation page: <http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html>

Weeks:	Student	Requirements & Deadlines
Week 2: 4/15 – 4/19	Preview Week Show up to a group room & meet the Supplemental Instructor	Review the Group Session Schedule to determine day, time, and location of study session.
Week 3: 4/22 – 4/26	Group Session #1 Group Tutor Sessions begin. <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat. Receive an add code to register in SKILLS 232. Complete the Online Orientation and pass Orientation Quiz in Catalyst by deadline.
Week 4: 4/29 – 5/3	Group Session #2 Course Content Discussion	Deadline to register for Adjunct Skills 232: Thursday, May 2. Skills Workshops start.
Week 5: 5/6 – 5/10	Group Session #3 Course Content Discussion	Students not enrolled in Skills 232 by deadline cannot attend a group session. Deadline to complete the Orientation Quiz in Catalyst: Friday, May 10 @ 11:55 p.m.
Week 6: 5/13 – 5/17	Group Session #4 Course Content Discussion	Complete, type, and upload all 4 labs into Catalyst for grading early to earn 60 “ProPoints.” ProPoint deadline: Friday, May 17 @ 11:55p.m.
Week 7: 2/18 – 2/22	Group Session #5 Course Content Discussion	
Week 8: 5/27 – 5/31 Mon. 5/27 Holiday	Group Session #6 Course Content Discussion Skills Workshops end on Friday	Lab Deadline: Friday, May 31 at 11:55p.m. All 4 labs must be completed, typed, and uploaded into Catalyst for grading. No late submissions accepted.
Week 9: 6/3 - 6/7	Group Session #7 Course Content Discussion	
Week 10: 6/10 – 6/14	Group Session #8 Course Content Discussion	
Week 11: 6/17 – 6/21	Group Session #9 Group Tutor Sessions end.	Check attendance with your S.I. before he/she turns in the Group Attendance Roster.

De Anza College's Student Success Center

ADJUNCT STUDY SKILLS 232

SYLLABUS Spring 2013



Student Learning Outcome: *Students will identify their academic learning skills strengths and weaknesses. 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.*

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

Location: Skills Center, Learning Center (Library): LC 107A Phone: (408) 864-8253 E-mail: oehkaren@deanza.edu Hours: Mornings: M-F 8:30-12:30pm Afternoons: M-TH 1:30-5:30pm (Skills Center is closed everyday 12:30pm-1:30pm)	Our Student Success Center Staff: Diana Alves de Lima, <i>SSC Co-Director</i> Karen Oeh, <i>Program Coordinator, Skills Center</i> Sandy Blackborow, <i>Instructional Support Coordinator</i> Victoria Kahler, <i>Instructional Support Specialist</i> Pat Dowling, <i>Administrative Assistant</i> Silvia Angelova, <i>Instructional Assistant</i>
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Information and general requirements: (Deadline dates listed on back)

Adjunct Skills 232 is a 1/2 unit Pass or No-Pass course requiring 12 hours of work:

- ☐ Complete an online Orientation and pass the Orientation Quiz in Catalyst
- ☐ Attend and participate in at least seven (7) 50-minute weekly small group tutor sessions
- ☐ Complete four (4) Skills labs before the due date
- ☐ Complete an online Final Survey during Weeks 10 and 11.

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

Week 3: Thursday, April 25 at 11:59 p.m. in MyPortal is the last day to drop for a refund.

Week 4: Wednesday, May 1 at 11:59 p.m. in MyPortal is the last day to add Skills 232.

Week 4: Wednesday, May 1 at 11:59 p.m. in MyPortal is the last day to drop with no grade on record.

Week 10: Tuesday, June 11 at 11:59 p.m. in MyPortal is the last day to drop with a "W."

Week 12: Monday, June 24 is the last day of instruction.

Holiday: Monday, May 27 (Memorial Day Weekend Holiday)

Requirements for Skills Labs: *Students are responsible for completing 4 labs by deadline.*

- Follow directions carefully and read requirements on the web site:
<http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html>
- All Labs must be completed independently, typed, and submitted online.
- Completed labs are uploaded into [Catalyst](#) to be graded.
(More information about Skills Labs is provided in the online Orientation)
- A student who completes and passes all 4 labs by the end of Week 6 receives 60 "ProPoints" which may be used to make up for a missed group study session.

Orientation: *Students are responsible for completing an online Orientation by deadline.*

The Online Orientation is available on the Academic Skills Center website:

<http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html>

Orientation credit is given after a student completes and passes the Orientation Quiz in Catalyst.

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 the schedule of classes.