

De Anza College's Student Success Center
ADJUNCT STUDY SKILLS 232 SYLLABUS (WINTER 2013)



Student Learning Outcome: *Students will identify their academic learning skills strengths and weaknesses. Students will learn to apply effective study strategies to increase their success in their content course. Students will demonstrate improved academic performance in their content course.*

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

Location: Academic Skills Center, Learning Center (Library), LIB 107A
Instructor: Diana Alves de Lima
E-mail: alvesdelimadiana@deanza.edu

Skills Office Phone: (408) 864-8253
Coordinator's 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, *Instructor & SSC Co-Director*
Karen Oeh, *Program Coordinator, Skills Center*
Sandy Blackborow, *Instructional Support Coordinator*
Victoria Kahler, *Instructional Support Specialist*
Pat Dowling, *Administrative Assistant*
Silvia Angelova, *Instructional Assistant*

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 4: Monday, January 28 by 11:59 p.m. is the last day to drop for a refund.

Week 4: Friday, February 1 by 11:59 p.m. is the last day to add Skills 232.

Week 5: Wednesday, February 6 by 11:59 p.m. is the last day to drop with no grade on record.

Week 10: Wednesday, March 13 by 11:59 p.m. is the last day to drop with a "W."

Week 12: Monday, March 25 is the last day of instruction

Holidays: Jan. 21 (Martin Luther King's Birthday) and Feb. 15-18 (President's 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 via Catalyst.
(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.

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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/studentssuccess/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/studentssuccess/academicskills/adjunctskillsorientation.html>

Weeks:	Student	Requirements & Deadlines
Week 2: 1/14 – 1/18	Preview Week Show up to a group room, meet the Supplemental Instructor, ask questions & learn more.	Review the Group Session Schedule to determine day, time, and location of study session.
Week 3: 1/21 – 1/25 Mon. 1/21 Holiday	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: 1/28 – 2/1	Group Session #2 Course Content Discussion	Deadline to register for Adjunct Skills 232: Friday, Feb. 1. Deadline to complete the Orientation Quiz in Catalyst: Friday, Feb. 1. Skills workshops begin in Week 4.
Week 5: 2/4 – 2/8	Group Session #3 Course Content Discussion	Students not enrolled in Skills 232 by deadline cannot attend a group session.
Week 6: 2/11 – 2/15 Fri. 2/15 Holiday	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, Feb. 15 at 12:30 p.m.
Week 7: 2/18 – 2/22 Mon. 2/18 Holiday	Group Session #5 Course Content Discussion	
Week 8: 2/25 – 3/1	Group Session #6 Course Content Discussion	Lab Deadline: Friday, March 1 at 12:30 p.m. All 4 labs must be completed and uploaded into Catalyst for grading. Skills workshops end on Friday of Week 8.
Week 9: 3/4 – 3/8	Group Session #7 Course Content Discussion	
Week 10: 3/11 – 3/15	Group Session #8 Course Content Discussion	
Week 11: 3/18 – 3/22	Group Session #9 Course Content Discussion	Check attendance with your S.I. before s/he turns in the Group Attendance Roster.