


ADJUNCT STUDY SKILLS 232

Course Outline

Fall 2012

| The Week of | Student | Requirements & Deadlines |
|---|---|---|
| Week 1: 9/24/12 | Receive an Add Code and register for Skills 232 | |
| Week 2: 10/1/12 | Register for Skills 232 in Admissions & Records |  Complete the Online Orientation and create your lab folder. |
| Week 3: 10/8/12 | Group Session #1 Group Tutor Sessions begin. <i>Review web site for group session info</i> | Students can still register for Adjunct Skills in <i>Admissions & Records only</i> . |
| Week 4: 10/15/12 | Group Session #2 Course Content Discussion | Deadline to register for Adjunct Skills 232 is Tuesday, October 16. |
| Week 5: 10/22/12 | Group Session #3 Course Content Discussion | Deadline to complete Orientation is Friday, Oct. 26. In person folder set up by 12:30 p.m. in Skills Center. |
| Week 6: 10/29/12 | Group Session #4 Course Content Discussion | Complete all 4 labs to earn “60 ProPoints.” ProPoint deadline: Friday, Nov. 2 at 12:30 p.m. |
| Week 7: 11/5/12 | <i>Optional or Make-up Group (Group has voted to skip or meet)</i> | Continue working on labs. S.I. completes student folder audit to document Orientation completion and ProPoint award. |
| Week 8: 11/12/12 <i>Monday, 11/12/12 Veteran's Day Holiday</i> | Group Session #5 Course Content Discussion | Lab Deadline is Friday, Nov. 16 at 12:30 p.m. All 4 labs must be completed and turned in for grading. Each lab is worth one hour of credit for a Pass grade. |
| Week 9: 11/19/12 <i>Thursday 11/22 & Friday 11/23 Thanksgiving Holiday</i> | Group Session #6 Course Content Discussion | Groups that are regularly scheduled to meet on Thursday and Friday will need to do a make-up group session in Week 10. |
| Week 10: 11/26/12 | <i>Optional or Make-up Group (Group has voted to skip or meet)</i> | S.I. completes second student folder audit to document Pass or No Pass grades on labs. Friday, Nov. 30 at 12:30 p.m. is the deadline to resubmit No Pass labs for re-grading. |
| Week 11: 12/3/12 | Group Session #7 Group Tutor Sessions end. | Check attendance with your S.I. before he/she turns in the Group Attendance Roster. |
| Week 12: 12/10/12 <i>Closed during Final Exams</i> | Monday, last day of instruction okay to collect lab notes from folder | Pass/No Pass grade for Adjunct Skills 232 forwarded to your course instructor this week. |

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

| <u>Activity:</u> | <u>Credit hours:</u> |
|---|----------------------|
| One hour Orientation (includes end of quarter Online Evaluation) | 1 |
| 7 50-minute Group Sessions with Tutor | 7 |
| 4 Skills Labs successfully completed with a Pass | 4 |
| Total: | 12 hours |

It is your responsibility to make sure you are properly enrolled in the course. Students who are not registered cannot attend a group tutor session.

De Anza College's Student Success Center

ADJUNCT STUDY SKILLS 232

SYLLABUS Fall 2012

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.*

<http://www.deanza.edu/studentsuccess> and click Academic Skills

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| Location: Skills Center, Learning Center (Library): LC 107A | Our Student Success Center Staff: |
| Phone: (408) 864-8253 | Diana Alves de Lima, <i>SSC Co-Director</i> |
| E-mail: oehkaren@deanza.edu | Karen Oeh, <i>Program Coordinator, Skills Center</i> |
| Hours: Mornings: M-F 8:30-12:30pm Afternoons: M-TH 1:30-5:30pm (Skills Center is closed everyday 12:30pm-1:30pm) | 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> |

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 set up a folder in the Academic Skills Center
- ☐ 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 a course evaluation by the end of the last group session

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

Week 3: Friday, October 12, 2012 is the last day to drop for a refund.

Week 4: Tuesday, October 16 is the last day to add Adjunct Study Skills 232.

Week 4: Wednesday, October 17, 2012 is the last day to drop with no grade on record.

Week 10: Wednesday, November 28 is the last day to drop with a "W."

Week 12: Monday, December 10 is the last day of instruction, students can collect lab notes.

Holidays: Nov. 12 (Veteran's Day) and Nov. 22 and Nov. 23, 2012 (Thanksgiving).

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

- Labs can be hand written or typed
 - Follow directions carefully and **label all work**; Unlabeled or illegible work will **not** pass
 - All Labs must be completed independently
 - Completed labs are filed in student's individual folder and turned in to be graded.
- (More information about Lab Folders is provided in the online Orientation)

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

Online Orientation is available on the Academic Skills Center website:

<http://deanza.edu/studentsuccess> and click Academic Skills

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.