



Academic Skills Center Adjunct Study Skills 232 Community Service Activity (C.S.A.)

For one lab credit, students can visit a community organization to learn more about what it does, how you might become involved, and how you may use the information to further your studies in the content course subject.

If you are an enrolled **Adjunct Skills student** (Skills 232), please submit the following documentation in Catalyst <https://catalyst.deanza.edu>. You must submit four labs by 12:30 pm Friday of Week 8, to pass SKIL 232. (See [Syllabus](#) for exact dates.)

Steps:

1. Contact an organization.
2. Arrange a visit to that organization to learn about what it does and the type of services and activities they are involved with.
3. In Catalyst, submit one page of Notes (guidelines below) and a 200-250 word Journal describing your experiences from your visit.
4. Please review lab requirements and student samples on the Skills Center's website: <http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html>

What to include:

In the Catalyst text box, at the top, please label your lab with the following information:

- **Type:** Community Service Activity
- **Topic:** Name of the Organization & Date of Visit

Below that, in the text box, please paste:

Notes (one page):

Please answer the following questions:

1. What is the name of the organization?
2. Who is the main contact person for this organization?
3. What is the address, phone number, E-mail, and website (URL) of this organization?
4. What is the purpose or mission statement of this organization?
5. What are the role(s) that a student can do in this organization?
6. Describe the role you played during the visit and if you participated in any events, activities, discussions, debates, etc.

Journal (200-250 words minimum):

Please summarize your experience and how you think you benefitted from your involvement. Please write about what you learned and how you may apply it to the course content subject material.