

## ADJUNCT STUDY SKILLS 232 & 233

### Fall 2013 Course Outline



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

<b>Activity:</b>	<b>Points Possible:</b>
• <b>Orientation</b> (includes end of quarter Final Evaluation)	<b>10</b>
• <b>Group Sessions</b> with Tutor (max 7 x 10 pts each) <ul style="list-style-type: none"> <li>• Minimum of <b>60</b> points from groups required (must attend at least 6 out of 9 groups to pass)</li> </ul>	<b>70</b>
• <b>Skills Labs</b> (4 labs X 25 points each)	<b>100</b>
• Extra-Credit (attend 1 additional group session to earn 10 points)	
<b>Total:</b>	<b>180</b>

**Your final quarter grade (Pass or No Pass\*) will be based on 180 point total.**

A = 90 – 100%	D = 60 – 69%
B = 80 – 89%	F = below 59%
C = 70 – 79%	

**\*You must earn at least a C to pass this class.**

#### **Class Web Pages:**

<http://www.deanza.edu/studentssuccess/academicskills/adjunctstudyskills.html> Information about the course.

<https://catalyst.deanza.edu/> Catalyst course management system—submit all assignments online.

#### **CATALYST:**

**Students must access Catalyst online to submit ORIENTATION QUIZ and LABS. For log-in info, see the skills online orientation page:** <http://deanza.edu/studentssuccess/academicskills/adjunctskillsorientation.html>

<b>Weeks:</b>	<b>Student</b>	<b>Requirements &amp; Deadlines</b>
Week 2: 9/30 – 10/4	<b>Preview Week</b> Show up to a group room and meet the Supplemental Instructor (tutor)	Review the <a href="#">Group Session Schedule</a> to determine day, time, and location of your study session.
Week 3: 10/7 – 10/11 <i>Fri 10/11 is last day to drop for refund.</i>	Group Session #1 <b>Group Tutor Sessions begin.</b> <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat and add code for SKIL 232/233. <b>Fri 10/11</b> is last day to complete online orientation and pass quiz in Catalyst.
Week 4: 10/14 – 10/18	Group Session #2 Course Content Discussion	Skills Workshops begin <b>Mon 10/14</b> . <b>Thurs 10/17 is last day to add.</b> 10/17 is also last day to drop without “W.” Must be enrolled to attend.
Week 5: 10/21 – 10/25	Group Session #3 Course Content Discussion	<b>Fri 10/25, 11:55 p.m</b> is deadline to complete the Orientation Quiz in Catalyst.
Week 6: 10/28 – 11/1	Group Session #4 Course Content Discussion	
Week 7: 11/4 – 11/8	Group Session #5 Course Content Discussion	
Week 8: 11/11 – 11/15 <b>HOLIDAY: No class Mon. 11/11</b>	Group Session #6 Course Content Discussion Skills Workshops end on Friday	<b>Fri 11/15 11:55p.m.</b> is last day to submit labs to Catalyst. Labs must be labeled, complete, and uploaded into Catalyst for grading. See instructions. <b>NO LATE SUBMISSIONS.</b>
Week 9: 11/18 - 11/22	Group Session #7 Course Content Discussion	
Week 10: 11/25 – 11/29 <b>HOLIDAY: No class Th-Fri 11/28-11/29</b>	Group Session #8 Course Content Discussion	Mon 11/25 is last day to drop (with a “W.”)
Week 11: 12/2 – 12/6	Group Session #9 (last one)	Check attendance with your Supplemental Instructor



## De Anza College's Student Success Center

### ADJUNCT STUDY SKILLS 232 & 233

### Fall 2013 SYLLABUS



**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  
Email: [phamstephanie@fhda.edu](mailto:phamstephanie@fhda.edu)  
Hours: Mornings: M-F 8:30-12:30pm  
Afternoons: M-TH 12:30-5:30pm  
(Skills Center is closed everyday 12:30pm-1:30pm)

Our Student Success Center Staff:

Diana Alves de Lima, *SSC Co-Director*  
Stephanie Pham, *Program Coordinator, Skills Center*  
Sandy Blackborow, *Instructional Support Coordinator*  
Victoria Kahler, *Instructional Support Specialist*  
Pat Dowling, *Administrative Assistant*

Information and general requirements: (Deadline dates and grading scale listed on back)

**Adjunct Skills 232/233 is a 1/2 unit Pass or No-Pass courses requiring 18 hours of work:**

- ☐ Complete an online Orientation and pass the Orientation Quiz in Catalyst by due date;
- ☐ Attend and participate in weekly 50-minute weekly small group tutor sessions;
- ☐ Complete 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 in person or on MyPortal.*

Week 3: Friday, October 11 is the last day to drop for a refund.\*

Week 4: Thursday, October 17 is the last day to add Skills 232/233.\*

Week 4: Thursday, October 17 is the last day to drop with no grade on record.\*

Week 10: Monday, November 25 is the last day to drop with a "W."\*

Week 12: Monday, December 9 is the last day of instruction.

*Holidays: Monday, November 11 (Veterans Day) and Thursday-Friday, November 28-29 (Thanksgiving)*

**\*Note: If you have trouble adding or dropping on the last day, go to Admissions and Records office and ask for Barry Johnson, e-mail [johnsonbarry@fhda.edu](mailto:johnsonbarry@fhda.edu) or call 408-864-8722.**

**Orientation:** *Students are responsible for passing the Orientation Quiz in Catalyst by deadline.*

Orientation information is available on the Academic Skills Center website:

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

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

- Follow directions carefully read requirements on the web site:  
<http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html>
- Complete labs independently and upload into Catalyst
- Completed labs are uploaded into [Catalyst](#) to be graded.  
(More information about Skills Labs is provided in the online Orientation)

**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>.