

# Orientation to Skills 232

## Adjunct Study Skills

Welcome to De Anza's Academic Skills Center!

You are about to complete the orientation slideshow for **Adjunct Skills 232**, a ½ unit Pass/No Pass course designed to help you reach your learning goals in your content course.

After you complete the orientation slideshow and online Study Skills Inventory, you will take a short quiz in Catalyst

(<https://catalyst.deanza.edu>)  
so pay attention! 😊

# We are here to help!



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Student Success Center staff and student assistants  
are also available to help you.

# Our Hours



## The Academic Skills Center is open

**Mornings:** Monday – Friday 8:30 am - 12:30 pm  
**Afternoons:** Monday – Thursday 1:30 am - 5:30 pm  
**Closed:** Fridays after 12:30 pm

***THE CENTER IS CLOSED FOR LUNCH  
EVERY DAY 12:30-1:30 PM***

# To pass this course

You must...

- Attend the first group tutoring session in Week 3 or 4 to receive an add code. *Space is limited to the first 10 students seated on time at group session.*
- Officially **register** for Adjunct Skills 232 via MyPortal or in Admissions and Records during Weeks 3 & 4 (by deadline, see Course Syllabus).
- Complete the **Orientation Quiz in Catalyst** and an end-of-the-quarter **Final Survey**.
- Participate in at least **7 weekly small group tutoring sessions**.
- Complete **4 Skills Labs** by the deadline listed on the Adjunct Skills 232 Syllabus/Course Outline.

# Preview Week

- Attend a group session in **Week 2** to meet the S.I. and learn about enrolling in this ½ unit class.
- Meet other students from your class or another section with the same instructor.
- Ask questions about the labs and learn about the **in-person** and **online** class requirements.
- Check the Group Session Schedule for days, times, and location: <http://deanza.edu/studentsuccess/academicskills/studysessions.html>

# Course Structure



Adjunct Skills 232 has required components:

1. **Small group sessions** are led by a student Supplemental Instructor (S.I.) who has already passed your content course. The S.I. has been selected by your course instructor and interviewed and trained by the Academic Skills Center to help your group work together to use effective learning strategies and master course material.

[Visit: http://www.deanza.edu/studentsuccess/academicskills/studysessions.html](http://www.deanza.edu/studentsuccess/academicskills/studysessions.html)

2. **Skills Labs** are available in various formats, and will help you study more effectively and teach you learning strategies so you **STUDY SMARTER, NOT HARDER!**

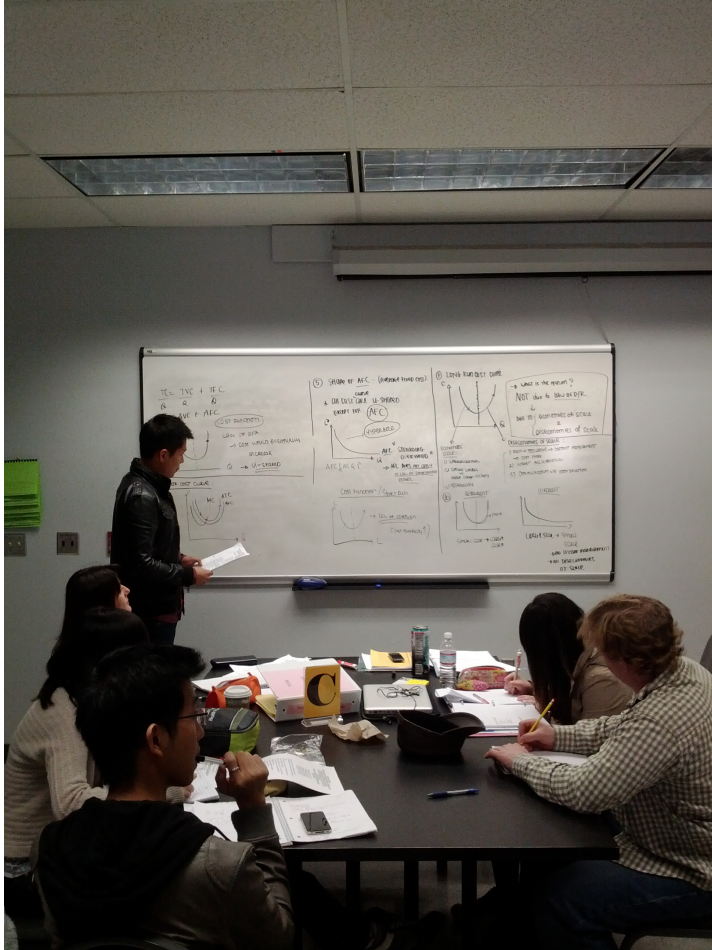
[Visit: http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html](http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html)

# 1. Group Sessions



- Your first group session begins the third week of the quarter. **You must attend the first session** and receive an add code.
- For updated group schedules and locations, visit <http://deanza.edu/studentsuccess/academicskills/studysessions.html>
- Please show up to your group session **on time**, and be prepared to **actively participate** with your group leader and the other students in your group. Bring all your **notes, texts** and **questions** from the class.

# Group Sessions



- Students are tutored by a **S.I.** who:
  - Engages students in active participation;
  - Responds to questions;
  - Uses study strategies to enhance learning;
  - Creates fun and helpful environment;
  - Forms a small learning community.



# Group Sessions



## Students in a group:

- Attend session on time;
- Actively participate;
- Come prepared;
- Take notes and bring class materials;
- Sign in and sign out for attendance credit;
- Attend 7 sessions for credit.

## 2. Skills Labs

Skills labs help you to learn and use effective college study strategies. You select what you want to learn and how you want to learn it.

Our motto and our goal is to help you...

***Study smarter, not harder!***

The **Skills Lab Sheet** and web page explain the choices, assignments and requirements:

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

# Skills Labs

**4 labs are required for credit towards a Pass grade**

- Print out and review the **Skills Lab Sheet** to get started;
- Read the **Workshop Schedule** and attend an in-person workshop during Weeks 4-8 of the quarter;
- Keep track of the lab deadline on the **Syllabus & Course Outline**;
- Read the **Catalyst Getting Started Guide** to learn how to submit labs online in Catalyst;
- Complete and pass **all 4 Skills Labs** by the **ProPoint Deadline**, and you will earn 60 “ProPoints”. If necessary, this can be “cashed in” to cover one group absence.

# Types of Labs

- You can mix and match various types of labs:
  - Workshops (in-person)
  - Skills Books (in-person)
  - Internet Videos
  - Internet Workshops
  - Learning Strategies for Content Course
  - Textbook Activities for Content Course

# Download the Current Lab Sheet

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

## De Anza College Adjunct Skills 232 General Learning Strategies Lab Options

Academic Skills Center \* LC107A \* (408) 864-8253 \* <http://www.deanza.edu/studentsuccess/tutorial/academicskillscenter/skillslabs.html>

Lab Requirements: Students submit one page of notes and one page single-spaced journal about what you learned and how you will apply the learning skill/study strategy to your academic performance or personal life. Submit work in your Lab Folder for grading before lab deadline. *Four labs required for four hours of credit to earn a Pass grade.*

Lab#	Study Skills	Skills Workshops (Weeks 4 - 8)	Skills Books	Internet Videos	Internet Workshops
1	Time Management	<ul style="list-style-type: none"> <li>Time Management Strategies</li> </ul>	<i>How to Study in College</i> , Chapter 2	<a href="http://www.dartmouth.edu/~acskills/videos/video_tmcap.html">Time Management Video</a> www.dartmouth.edu/~acskills/videos/video_tmcap.html	<a href="http://www.ucc.vt.edu/lynch/TimeManagement.htm">Strategies for Improving Academic Performance</a> http://www.ucc.vt.edu/lynch/TimeManagement.htm
2	Textbook Reading	<ul style="list-style-type: none"> <li>Active Reading: Mark Up Those Texts!</li> <li>Coming Attractions: How to Preview a Text</li> <li>Textbook Reading Skills</li> </ul>	<i>Study &amp; Critical Thinking Skills in College</i> , Chapter 16	<a href="http://www.dartmouth.edu/~acskills/videos/video_ricap.html">Reading Improvement Video</a> www.dartmouth.edu/~acskills/videos/video_ricap.html	<a href="http://www.ucc.vt.edu/lynch/TRIntroduction.htm">Increasing Textbook Reading Comprehension by Using SQ3R</a> http://www.ucc.vt.edu/lynch/TRIntroduction.htm
3	Note Taking	<ul style="list-style-type: none"> <li>Note Taking in Class</li> </ul>	<i>The Confident Student</i> , Chapter 5	<a href="http://www.dartmouth.edu/~acskills/videos/video_ntcap.html">Note Taking Video</a> www.dartmouth.edu/~acskills/videos/video_ntcap.html	<a href="http://www.austinctc.edu/support/advising/workshops/notetaking/">Taking Effective Notes</a> http://www.austinctc.edu/support/advising/workshops/notetaking/
4	Critical Thinking & Problem Solving	<ul style="list-style-type: none"> <li>Critical Reading in the Social Sciences</li> <li>Decision Making</li> <li>Engaging Ethics</li> </ul>	<i>Study &amp; Critical Thinking Skills in College</i> , Chapter 7	<a href="http://www.youtube.com/watch?v=NS2PqTTxFFc&amp;feature=fvrmel">7 Skills Students Need for their Future</a> http://www.youtube.com/watch?v=NS2PqTTxFFc&feature=fvrmel	<a href="http://studygs.net/genius.htm">Thinking Like a Genius</a> http://studygs.net/genius.htm
5	Essay Writing	<ul style="list-style-type: none"> <li>Avoiding Fragments &amp; Run-Ons</li> <li>Creating Dynamic Thesis Statements</li> <li>Editing, Proofreading &amp; Revision</li> <li>Keys to Success in Summary Writing</li> <li>Warming Up to the Writing Process</li> </ul>	<i>Overcoming Hurdles to Success</i> , Chapter 11	<a href="http://www.youtube.com/watch?v=IN6IOSMviS4&amp;feature=related">How to Write an Effective Essay: The Introduction</a> http://www.youtube.com/watch?v=IN6IOSMviS4&feature=related	<a href="http://owl.english.purdue.edu/owl/resource/685/01/">Essay Writing</a> http://owl.english.purdue.edu/owl/resource/685/01/
6	Goal Setting	<ul style="list-style-type: none"> <li>Goal Setting &amp; Motivation</li> </ul>	<i>The Confident Student</i> , Chapter 4	<a href="http://www.youtube.com/watch?v=7H2uNICHYtQ&amp;feature=relmfu">How to Follow Through and Persist with Your Goals?</a> http://www.youtube.com/watch?v=7H2uNICHYtQ&feature=relmfu	<a href="http://bit.ly/OffGoo">The GPS LifePlan</a> http://bit.ly/OffGoo
7	Learning & Teaching Styles	<ul style="list-style-type: none"> <li>How to Communicate in Study Groups</li> </ul>	<i>Study &amp; Critical Thinking Skills in College</i> , Chapter 8	<a href="http://www.youtube.com/watch?v=RH95h36NChI&amp;feature=list_related&amp;playnext=1&amp;list=SP85708E6EA236E3DB">How to Get the Most Out of Studying</a> http://www.youtube.com/watch?v=RH95h36NChI&feature=list_related&playnext=1&list=SP85708E6EA236E3DB	<a href="http://www.studentlingo.com/foohill">Discover Your Learning Style</a> http://www.studentlingo.com/foohill
8	Memory & Concentration	<ul style="list-style-type: none"> <li>Memory Skills</li> </ul>	<i>Study &amp; Critical Thinking Skills in College</i> , Chapter 9	<a href="http://www.dartmouth.edu/~acskills/videos/video_slcap.html">Strategic Learning Video</a> www.dartmouth.edu/~acskills/videos/video_slcap.html	<a href="http://www.ucc.vt.edu/lynch/ImprovConcentration.htm">Strategies for Improving Concentration &amp; Memory</a> http://www.ucc.vt.edu/lynch/ImprovConcentration.htm
9	Test Taking Anxiety	<ul style="list-style-type: none"> <li>Tests with Less Stress</li> </ul>	<i>How to Study in College</i> , Chapter 4	<a href="http://www.dartmouth.edu/~acskills/videos/video_smcap.html">Stress Management Video</a> www.dartmouth.edu/~acskills/videos/video_smcap.html	<a href="http://www.ucc.vt.edu/lynch/SevenStrategies.htm">Seven Strategies for Improving Test Performance</a> http://www.ucc.vt.edu/lynch/SevenStrategies.htm
10	Career & College Skills	<ul style="list-style-type: none"> <li>How to Write a Cover Letter, Resume</li> <li>Information &amp; Research Interviews</li> <li>Navigating the College System</li> <li>Successful Interviewing Skills</li> </ul>	<i>Confident Student</i> , Chapter 15	<a href="https://www.cco.purdue.edu/Faculty/Resources_HowtoVideos.shtml">All About Resumes, Cover Letters, Interviewing</a> https://www.cco.purdue.edu/Faculty/Resources_HowtoVideos.shtml	<a href="http://www.studentlingo.com/foohill">Academic &amp; Career Exploration</a> http://www.studentlingo.com/foohill

# Lab Topics on Study Skills

- Time Management
- Textbook Reading
- Note Taking
- Critical Thinking & Problem Solving
- Essay Writing
- Goal Setting
- Learning & Teaching Styles
- Memory & Concentration
- Test Taking Anxiety
- Career & College Skills

# Lab Topics on Subject Material

Students have the option of completing online labs related to the course subject material.

- **Learning Strategies by Subject**

<http://www.deanza.edu/studentssuccess/academicskills/coursestrategies.html>

- **Textbook Activities by Subject\***

<http://www.deanza.edu/studentssuccess/academicskills/textbookactivities.html>

*\*Please note that this lab has specific lab requirements for the Notes and Journal by Subject. Click the link and read carefully.*

# Requirements to Pass a Lab

## To pass...

1. Check the **Skills Lab Sheet** to choose a topic (your Study Skills Inventory will point to areas you need to improve.)
2. **Read or view** the materials online or in the Skills Center.
3. Take at least **one page of Notes** .
4. Write a **one page (200-250 words) Journal** about what you learned and how you will apply the learning skills/study strategy to your academic performance or personal life.
5. **Log-in to Catalyst** and add your Notes and Journal together in Lab #1, Lab #2, Lab #3 or Lab #4 assignment links.
6. Labs will be graded within one week of deadline dates. Scores are posted in your Catalyst **Grades**.



# LAB NOTES

- While completing a lab, take notes about the topic and write down important facts, details, and ideas.
- Organize your Notes into one of the following formats:
  - a bullet-pointed list
  - a table
  - the Cornell note-taking method
  - an outline

*For student examples of Lab Notes visit:*

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

# LAB JOURNAL

- After completing a lab, write a short discussion about how you will use the information from the lab activity to enhance your college or career experience.
- A Journal is not the same as Notes because it is a self-reflective analysis or review of personal habits and behaviors, experiences, insight, and awareness.
- Organize your Journal in the following format:
  - Type 200 – 250 words minimum
  - Use size 12 font
  - Single spaced or double-spaced
  - Use “I” first person statements

*For student examples of Lab Journals Visit:*

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

# Submitting Labs in Catalyst

- **Log-in** to Catalyst and click on your **SKIL 232 course**  
<https://catalyst.deanza.edu/>
- **Click** Lab #1, Lab #2, Lab #3, or Lab #4 under the course topic **Labs**
- **Type** your Notes and your Journal directly into the text box in Lab #1, Lab #2, Lab #3, or Lab #4
- In the *Subject Line* for each lab assignment, **label** the *type* of lab (i.e. Skills Workshop) and the lab *topic* (i.e. Goal Setting)
  - Example: Internet Video on Teaching and Learning Styles

# Submitting Labs in Catalyst

- Next, make sure to type the word “Notes” and “Journal” as a heading in the text box since you are including them together under a single lab assignment: Lab #1, Lab #2, Lab #3, and Lab #4
- It is recommended that you type your Notes and Journal in a Word processing program first to do a word count and spell check. Save for documentation.
- *Note: you will not be able to attach or upload a Word document or PDF in Catalyst for grading.*

# To Get Orientation Credit

- Download the handout *Catalyst Getting Started Guide* on the Orientation web site for help navigating the online system  
<http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html>
- Log-In to **Catalyst**, De Anza's online course management system (<https://catalyst.deanza.edu/>)
- Once in the course **SKIL 232**, complete the quiz under the topic **Orientation**. The quiz is called **Orientation and Study Skills Inventory Quiz**.
- Once you complete it, your score is directly available in your **Grades**.

# Remember...

To **pass** this class you need to successfully **complete the following activities**:

- **1 Orientation & Study Skills Inventory Quiz** and the end-of-the-quarter **Final Survey\*** +
- **7 Group Study Sessions** +
- **4 Skills Labs** =

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**12 = Pass Grade in SKIL 232!**

\*The end-of-the-quarter **Final Survey** link will be opened in Weeks 10 and 11 on the Orientation homepage. You will be sent an email reminder to complete this activity. Your feedback is important!

# Final Grades



- No final exam is given in Adjunct Skills 232
- Final grades (P/NP) for this course will be recorded during finals week and sent to your content course instructor.

# Next Steps to finish...

1. Refer to the Orientation web page for **handouts** and other information:  
<http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html>
2. Take the online **Study Skills Inventory** <http://sarc.sdes.ucf.edu/form-studyskills>.  
Document your results for the **Orientation & Study Skills Inventory Quiz**.
3. Log-in to Catalyst: <https://catalyst.deanza.edu> and complete the online **Orientation & Study Skills Inventory Quiz** in Catalyst for credit. You can continue to take the quiz for 100%. A passing grade is 75% - 100%.
4. Attend 7 weekly group tutor sessions.
5. Complete 4 Skills Labs by the deadline.



# **We Wish You Success!**

**Diana Alves de Lima, Student Success Center**

**Co-Director, Instructor**

**(408) 864-8485 [alvesdelimadiana@deanza.edu](mailto:alvesdelimadiana@deanza.edu)**

**Karen Oeh, Program Coordinator**

**Academic Skills Center**

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# Web Resources for SKIL 232

## Catalyst Getting Started Guide

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

## Course Syllabus & Outline

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

## Group Study Sessions Info & Schedule

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

## Online Skills Orientation

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

## Skills Lab Requirements

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

## Skills Lab Sheet (handout with topics and types of labs)

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