

# SKILLS 232/233: ADJUNCT STUDY SKILLS

## Spring 2018 Syllabus (page 1)



**Welcome and congratulations! You have chosen improve your academic success by participating in one of De Anza's finest programs.**

After completing this course, in the context of your individual academic needs, we hope you will be able to:

1. Identify your academic learning skills strengths and weaknesses.
2. Apply effective study strategies to increase their success in our content courses.

**Instructor:** Diana Alves de Lima (ATC 309A)  
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**Program Coordinator:** Stephanie Pham (ATC 302)  
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**Academic Skills Center website:**  
[www.deanza.edu/studentssuccess/academicskills](http://www.deanza.edu/studentssuccess/academicskills)

**Hours:** Mornings: M-F 9:30-12:30pm  
Afternoons: M-TH 1:30-5:30pm  
Closed: Friday: 12:30- 5:30pm  
(Skills Center is closed every day 12:30pm-1:30pm)

*Student Success Center Staff:*

Diana Alves de Lima, SSC Co-Director (ATC 309A)  
Melissa Aguilar, SSC Co-Director (S43)  
Stephanie Pham, Program Coordinator, Skills Center  
Sandy Blackborow, Instructional Support Coordinator  
Victoria Kahler, Instructional Support Specialist  
Pat Dowling, Administrative Assistant

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

- ❑ Complete an Orientation and pass the **Orientation Quiz** in Canvas by end of Week 5;
- ❑ Attend and actively participate in at least **six weekly 50-minute group tutoring sessions**;
- ❑ Complete **four Skills Labs** in Canvas by end of Week 8;
- ❑ Complete an online **Final Survey** during Weeks 10 and 11

### **Important Spring 2018 Enrollment Dates**

*Students are responsible for dropping courses on their own.*

Week 3: **Friday, April 27** at 11:59 p.m. in MyPortal is the **deadline to drop for a refund**.

Week 4: **Tuesday, May 1** at 11:59 p.m. in MyPortal is the **deadline to add Skills 232/233**.

Week 4: **Thursday, May 3** at 11:59 p.m. in MyPortal is the **deadline to drop WITHOUT a "W"**.

Week 10: **Wednesday, June 13** at 11:59 p.m. in MyPortal is the **deadline to drop WITH a "W"**.

Week 11: **Friday, June 22** is the last day of Group Sessions.

Week 12: **Friday, June 29** is the last day of instruction.

**Orientation:** Please review <http://deanza.edu/studentssuccess/academicskills/adjunctskillsorientation.html> and pass the orientation quiz in Canvas by Friday of Week 5. Quiz is open-book and you may repeat it until you pass.

**Requirements for Skills Labs:** You must complete four Skills Labs by Friday of Week 8.

- Follow these instructions: <http://www.deanza.edu/studentssuccess/academicskills/skillslabs.html>.
- For each lab, write minimum 250 word *personal* journal, labeled correctly. Upload into Canvas to be graded.
- Journals must be *your own* writing. If you use words from a website or another student, you **MUST** give written credit to the source.

**Academic Integrity & Code of Conduct:** We want to see YOUR work. If you use someone else's words, please identify the source and use quotes. If you are found cheating on a lab or violating other codes of academic integrity, you may receive a failing grade for that assignment and may be reported for appropriate action, depending on the circumstances. We expect all students to follow the FHDA Code of Conduct.

- De Anza policies: <http://www.deanza.edu/studenthandbook/academic-integrity.html>
- Student Code of Conduct: <http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf>

## Spring 2018 Syllabus (page 2)

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

<u>Activity:</u>	<u>Points Possible:</u>
1. Orientation (includes end of quarter Final Evaluation)	<b>10</b>
2. Group Sessions with tutor (8 to 9 group sessions offered per quarter)	<b>70</b>
• Each group session is worth 10 points	
• <u>Minimum of 60 group attendance points</u> (attend at least 6 groups) to Pass	
3. Skills Labs (4 labs offered; each lab is worth 25 points)	<b>100</b>
<b>Total:</b>	<b>180</b>

**Your final grade (Pass or No Pass) will be based on minimum attendance and percent of 180 possible points:**

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

**You must earn at least 70% (126 points) with at least 6 sessions attended to pass this class. Your grade will be sent to your content-course instructor, who may use it to determine extra credit.**

#### Class Web Pages:

<http://www.deanza.edu/studentuccess/academicskills/adjunctstudyskills.html> Information about the course.  
<https://deanza.instructure.com/enroll/8YAHKB> Canvas course management system—submit all assignments online.

#### CANVAS LOG IN:

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

<b>Weeks:</b>	<b>Group Activities</b>	<b>Requirements &amp; Deadlines</b>
Week 2: 4/16 – 4/20	<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 group session. <b>Add codes will be reserved during this week.</b>
Week 3: 4/23 – 4/27	Group Session #1 <b>Group Sessions begin</b> <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat. <b>Add codes will be given during this week.</b> <b>Friday, April 27 is last date to drop with a refund.</b>
Week 4: 4/30 – 5/4	Group Session #2 Course Content & Skills Discussion	<b>Tuesday, May 1 is last date to add.</b> <b>Thursday, May 3 is last day to drop without W.</b> <b>Skills Workshops begin Wednesday, May 2.</b>
Week 5: 5/7 – 5/11	Group Session #3 Course Content & Skills Discussion	<b>Friday, May 11, 11:55 pm</b> is the deadline to complete the Orientation Quiz in Canvas.
Week 6: 5/14 – 5/18	Group Session #4 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 7: 5/21 – 5/25	Group Session #5 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 8: 5/28 – 6/1 <b>Mon 5/28—Memorial Day Holiday—No Class</b>	Group Session #6 Course Content & Skills Discussion Skills Workshops end on Friday	<b>Friday, June 1, 11:55 pm</b> is deadline to <b>submit 4 Labs</b> to Canvas for grading. <b>No late submissions</b> (please don't wait until the last minute!)
Week 9: 6/4 – 6/8	Group Session #7 Course Content & Skills Discussion	Attend group sessions.
Week 10: 6/11 – 6/15	Group Session #8 Course Content & Skills Discussion	<b>Wednesday, June 13, is the last day to drop with a "W".</b>
Week 11: 6/18 – 6/22	Group Session #9 (last session) Course Content & Skills Discussion	Check attendance with your Supplemental Instructor.