

ADJUNCT STUDY SKILLS 232/233

SPRING 2016 Syllabus (page 1)



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

Activity:	Points Possible:
1. Orientation (includes end of quarter Final Evaluation)	10
2. Group Sessions with tutor (8 to 9 group sessions offered per quarter)	70
• 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)	100
Total:	180

Your final quarter grade (Pass or No Pass*) will be based on 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/studentssuccess/academicskills/adjunctstudyskills.html> Information about the course.

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

CATALYST LOG IN:

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

Weeks:	Group Activities	Requirements & Deadlines
Week 2: 4/11 – 4/15	Preview Week Show up to a group room and meet the Supplemental Instructor (tutor)	Review the Group Session Schedule to determine day, time, and location of your group session. Add codes will be reserved during this week.
Week 3: 4/18 – 4/22	Group Session #1 Group Sessions begin. <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat. Add codes will be given during this week.
Week 4: 4/27 – 4/29	Group Session #2 Course Content & Skills Discussion	Monday, January 25 is last date to drop with a refund. Wednesday, January 27 is last date to add. Friday, January 29 is last date to drop without W. Skills Workshops begin Wednesday, April 27
Week 5: 5/2– 5/6	Group Session #3 Course Content & Skills Discussion	Friday, May 6, 11:55 p.m is the deadline to complete the Orientation Quiz in Catalyst.
Week 6: 5/9 – 5/13	Group Session #4 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 7: 5/16 –5/20	Group Session #5 Course Content & Skills Discussion	Attend group sessions, workshops and work on Labs.
Week 8: 5/23 – 5/27	Group Session #6 Course Content & Skills Discussion Skills Workshops end on Friday	Friday, May 27, 11:55 p.m is last day to submit 4 Labs to Catalyst for grading No late submissions.
Week 9: 5/30 –6/3 Mon 5/30 - No Class	Group Session #7 Course Content & Skills Discussion	Attend group sessions.
Week 10: 6/6 – 6/10	Group Session #8 Course Content & Skills Discussion	Wednesday, June 8, is the last day to drop with a “W”.
Week 11: 6/13 – 6/17	Group Session #9 (last session) Course Content & Skills Discussion	Check attendance with your Supplemental Instructor.

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Student Learning Outcomes:

In the context of each students' individual needs, students will be able to:

1. Identify their academic learning skills strengths and weaknesses.
2. Apply effective study strategies to increase their success in content course.
3. Demonstrate improved academic performance in content course.

Academic Skills Center website: www.deanza.edu/studentsuccess/academicskills	<i>Student Success Center Staff:</i> 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
Location: Academic Skills Center, ATC 302 Phone: (408) 864-8253 Email: phamstephanie@fhda.edu Hours: Mornings: M-F 9-12:30pm Afternoons: M-TH 1:30-5:30pm <i>(Skills Center is closed every day 12:30pm-1:30pm)</i>	

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: <ul style="list-style-type: none"><input type="checkbox"/> Complete an Orientation and pass the Orientation Quiz in Catalyst by end of Week 5;<input type="checkbox"/> Attend and actively participate in at least six weekly 50-minute group tutoring sessions;<input type="checkbox"/> Complete four Skills Labs in Catalyst by end of Week 8;<input type="checkbox"/> Complete an online Final Survey during Weeks 10 and 11.
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Important Enrollment Dates: *Students are responsible for dropping courses on their own.*

Week 4: **Friday, April 22** at 11:59 p.m. in MyPortal is the **deadline to drop for a refund**.

Week 4: **Tuesday, April 26** at 11:59 p.m. in MyPortal is the **deadline to add Skills 232/233**.

Week 4: **Thursday, April 28** at 11:59 p.m. in MyPortal is the **deadline to drop WITHOUT a "W"**.

Week 10: **Wednesday, June 8** at 11:59 p.m. in MyPortal is the **deadline to drop WITH a "W."**

Week 11: Friday, June 17 is the last day of Group Sessions.

Week 12: **Friday, June 24** is the last day of instruction.

Holidays: Monday May 30 2016, Memorial Holiday Day

Orientation: Students are responsible for passing the Orientation Quiz in Catalyst by deadline (Friday of Week 5.) See <http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html>

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

- Label correctly and write 250 word *personal* journal. Upload into Catalyst to be graded.
- Follow these instructions: <http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html>
- Journals must be students' *own* writing. If you use words from a website or another student, you **MUST** give written credit to the source. **Plagiarism will result in a Fail for the lab and/or class.**

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>.

Student Code of Conduct: We expect all students to follow the FHDA Student Code of Conduct AP 5510. <http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf>