

# DE ANZA'S STUDENT SUCCESS CENTER

Fall 2012 (Weeks 4 – 8)



These 50-minute workshops are open to all De Anza students; however, registered [Skills](#) or [CAS](#) students have priority seating. Space is limited. Please arrive on time to get a seat. For more information, please visit the Academic Skills Center web site: <http://deanza.edu/studentsuccess/academicskills/skillsworkshopschedule.html>

STUDY SKILLS	WHEN?	WHEN?	WHEN?	WHEN?	WRITING & READING	WHEN?	WHEN?	WHEN?	WHEN?
<b>Braingame:</b>	□ W 10/31 9:30 - L 73A	□ F 11/9 9:30 - L 73A	□ T 11/13 3:30 - L 73A		<b>Active Reading:</b>	□ F 10/19 9:30 - LIB 107B	□ W 10/24 11:30 - LIB 107B		
<b>Engaging Ethics</b>					<b>Mark Up Those Texts!</b>				
<b>Coming Attractions:</b>	□ Th 10/18 9:30 - LIB 107B	□ T 10/23 2:30 - LIB 107B			<b>Avoiding Fragments &amp; Run-Ons</b>	□ M 10/29 11:30 - LIB 107B	□ T 10/30 2:30 - LIB 107B	□ Th 11/8 2:30 - L 73A	
<b>How to Preview a Text</b>									
<b>Memory Skills</b>	□ W 10/24 9:30 - L 73A	□ M 11/5 11:30 - LIB 107B			<b>Creating Dynamic Thesis Statements</b>	□ W 10/31 10:30 - LIB 107B	□ M 11/5 3:30 - L 73A	□ W 11/14 11:30 LIB 107B	
<b>Note-Taking in Class</b>	□ T 10/16 3:30 - L 73A	□ T 10/23 3:30 - L 73A			<b>Editing, Proofreading, &amp; Revision</b>	□ T 11/6 2:30 - LIB 107B	□ T 11/13 2:30 - LIB 107B		
<b>Test Taking Strategies</b>	□ Th 11/1 10:30 - LIB 107C	□ M 11/5 2:30 - L 73A	□ Th 11/15 10:30 - LIB 107B		<b>Effective Body Paragraphs</b>	□ Th 10/18 3:30 - L 73A	□ W 10/31 11:30 - LIB 107B		
<b>Tests with Less Stress</b>	□ W 11/7 11:30 - LIB 107B	□ W 11/14 10:30 - LIB 107B			<b>Key to Success in Summary Writing</b>	□ M 10/22 11:30 - LIB 107B	□ Th 11/1 10:30 - LIB 107B		
<b>Textbook Reading Skills</b>	□ M 10/15 11:30 - LIB 107B	□ Th 10/25 10:30 - LIB 107B			<b>Subjects and Verbs: The Art of Agreement</b>	□ T 10/23 3:30 - LIB 107B □ T 11/6 3:30 - LIB 107B	□ Th 10/25 3:30 - LIB 107B □ Th 11/8 10:30 - LIB 107B	□ T 10/30 3:30 - L 73A	□ Th 11/1 9:30 LIB 107B
<b>Time Management Strategies</b>	□ T 10/16 2:30 - LIB 107B	□ Th 10/18 10:30 - LIB 107B	□ F 10/26 9:30 - L 73A	□ W 11/14 9:30 - L 73A	<b>Vocabulary in Context</b>	□ W 10/24 10:30 - LIB 107B	□ M 10/29 10:30 - LIB 107C	□ W 11/7 10:30 LIB 107B	
COLLEGE & CAREER SUCCESS	WHEN?	WHEN?	WHEN?	WHEN?	<b>Warming Up to the Writing Process</b>	□ M 10/15 9:30 - LIB 107B	□ M 10/22 2:30 - L 73A		
<b>Goal-Setting &amp; Motivation</b>	□ T 10/16 9:30 - LIB 107B	□ M 10/22 9:30 - LIB 107B			Workshop schedules for the Listening & Speaking Center (L 47), are available online: <a href="http://www.deanza.edu/studentsuccess/lsc/">http://www.deanza.edu/studentsuccess/lsc/</a>				
<b>How to Communicate in Study Groups</b>	□ T 10/30 9:30 - LIB 107B	□ F 11/9 10:30 - LIB 107B	□ F 11/16 11:30 - LIB 107B						
<b>How to Write a Cover Letter &amp; Thank You Letter</b>	□ T 11/6 10:30 - L 73A	□ Th 11/15 3:30 - L 73A							
<b>How to Write a Resume</b>	□ Th 10/18 2:30 - L 73A	□ Th 11/8 3:30 - L 73A							
<b>Informational Interviewing</b>	□ T 10/23 9:30 - LIB 107B	□ M 10/29 9:30 - LIB 107B							
<b>Interviewing Tips and Strategies</b>	□ M 10/22 3:30 - L 73A	□ T 10/30 11:30 - LIB 107B							

## STUDENT SUCCESS CENTER (SSC) ACADEMIC SKILLS WORKSHOPS

*This description will help you choose the workshops that best meet your needs.*

**ACTIVE READING: MARK UP THOSE TEXTS:** Learn active strategies to mark up your texts beyond highlighting.

**AVOIDING FRAGMENTS AND RUN-ONS:** Students learn the definitions for fragments, run-ons, and strategies on how to avoid them when writing.

**BRAINGAME: ENGAGING ETHICS:** Using a game, students will address and discuss a variety of academic, corporate, or life dilemmas to determine the best outcome for all involved parties.

**COMING ATTRACTIONS: HOW TO PREVIEW A TEXT:** Students learn how to focus on the beginning of the reading process, helping them to retain information and better understand the text.

**CREATING DYNAMIC THESIS STATEMENTS:** Students will learn how to structure, develop, and write clear and concise thesis statements for college essays.

**EDITING, PROOFREADING, AND REVISION:** Students learn how to identify and correct errors in their writing.

**EFFECTIVE BODY PARAGRAPHS:** In this workshop, students learn how to write effective body paragraphs, focusing on the three key elements of topic sentences, support and analysis.

**GOAL-SETTING & MOTIVATION:** Students use the GPA (goal/plan/action) technique to individually evaluate and discuss personal short term and long-term goals.

**HOW TO COMMUNICATE IN STUDY GROUPS:** Understand the dynamics of working in groups and learn listening, speaking and questioning strategies to get more done and have fun.

**HOW TO WRITE A COVER LETTER & THANK YOU LETTER:** Using examples, students learn the art of writing a cover letter as well as following up with a thank you letter.

**HOW TO WRITE A RESUME:** This workshop will teach students how to write an effective resume using a step-by-step approach and student examples.

**INTERVIEWING TIPS AND STRATEGIES:** Learn important details about what employers are looking for during the interview process and review typical interview questions.

**INFORMATIONAL INTERVIEWING:** Students learn how to gain information, insight and advice from people during person-to-person conversations that provide reliable insight and options.

**KEYS TO SUCCESS IN SUMMARY WRITING:** Students learn the steps for writing a successful summary and practice creating their own summary of an article introduced in the workshop.

**NOTE-TAKING IN CLASS:** Students learn how to take effective notes. Students learn a variety of strategies for taking notes from texts and lectures.

**MEMORY SKILLS:** This workshop defines “memory” as it relates to successful learning and provides useful strategies to help students learn, retain, and recall material.

**SUBJECTS AND VERBS: THE ART OF AGREEMENT:** In this workshop, students learn through a series of exercises how to apply the rules of subject/verb agreement to their own writing.

**TEST TAKING STRATEGIES:** Students learn tips and strategic methods that will enable them to study and prepare for a wide variety of college exams.

**TESTS WITH LESS STRESS:** This workshop focuses on strategies that can help students relax and focus during testing situations. Students learn the *4T9R* approach to managing stress.

**TEXTBOOK READING SKILLS:** Students learn and practice the *PARTRR* method of reading a textbook. This reading strategy helps students break down, comprehend complex college textbook content.

**TIME MANAGEMENT STRATEGIES:** Students evaluate their current use of time and learn techniques that influence completion of tasks.

**VOCABULARY IN CONTEXT:** Students will learn and practice context clues to aid in reading and understanding.

**WARMING UP TO THE WRITING PROCESS:** Students learn and practice how to get their ideas on paper through the prewriting techniques of *brainstorming, free writing, and cubing*.