



De Anza College Academic Skills Center

Adjunct Study Skills (SKIL 232)

STUDENT CHECKLIST

Complete this Checklist each week to ensure your success!

SI: Please pass checklists out to your students in Weeks 3 and 4 to ensure students complete their necessary course requirements. Explain due dates and review the SKIL 232 Syllabus and Course Outline at the beginning of each session.

COURSE REQUIREMENTS	COMPLETED
ORIENTATION & GROUP SESSIONS:	Student's Signature:
I officially registered for Adjunct Skills 232 on-line or in person on: _____ Registration Deadline Date: _____	
I completed Orientation and the Orientation Quiz in Catalyst: _____ Orientation Deadline Date: _____	
I know I must attend at least 7 Study Group Sessions this quarter. Group Sessions start in Week _____ and end in Week _____	
I know that I can meet with my group members without my SI for additional study sessions before major tests, projects, or assignments.	
I read my Skills 232 Syllabus and have noted the critical due dates and deadlines on my personal schedule/calendar: <input type="checkbox"/> Orientation Deadline Date: _____ <input type="checkbox"/> Pro-Point Deadline Date: _____ <input type="checkbox"/> Lab Deadline Date: _____	
LABS & PRO-POINTS:	Student's Signature:
I understand that I must complete 4 Skills Labs of my choosing by the deadline: <input type="checkbox"/> I completed my 1 st lab on: _____ <input type="checkbox"/> I completed my 2 nd lab on: _____ <input type="checkbox"/> I completed my 3 rd lab on: _____ <input type="checkbox"/> I completed my 4 th lab on: _____	
I checked my Grades in Catlayst to ensure that I received a Pass Grade on each of my 4 labs.	
I understand that 60 Pro-Points are optional, and I can use it to substitute for one group absence. The deadline for Pro-Points is: _____	
LAST SESSION:	Student's Signature
I verified with my S.I. that I attended at least 7 Study Group Sessions.	
I completed the online portion of the Skills Center Final Evaluation.	
I am aware that my Adjunct Skills 232 course grade will automatically be forwarded to my content course instructor during Finals week.	



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STUDENT CONTRACT

I, _____, am a member of the Adjunct Skills Group for

(print first name, last name)

_____ *(course name & instructor).*

My Supplemental Instructor (SI) is _____.

By signing below, I agree to do the following:

- ☐ I will complete my Online Orientation immediately. I will read the course syllabus, and note the important dates and deadlines.
- ☐ I will attend my group regularly. I will arrive on time and bring my textbook, class notes, and my questions. I will give my group and my leader my full attention during the session and assist others in the group whenever I can.
- ☐ I will not answer my cell phone, text, or socialize with friends during my group sessions.
- ☐ I will apply the proactive learning skills strategies and techniques I have learned this quarter whenever possible.
- ☐ I agree to respect my group members following the De Anza student Code of Conduct listed in the schedule of classes and online.
 - “Disruptive behavior, willful disobedience, habitual or vulgarity, or the open and persistent defiance of authority, or persistent abuse of College or District personnel.”
 - Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District premises. Or the violation of lawful College or District regulations, or the substantial disruption of the orderly operation of the College or District.

Signed: _____ Date: _____