

Orientation to Skills 232

Adjunct Study Skills

Welcome to De Anza's Academic Skills Center!

You are about to complete part one of our two-part orientation 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

you will take a short quiz ...so pay attention! ☺

We are here to help!



**Diana Alves de Lima,
Instructor and Co-Director,
Student Success Center
alvesdelimadiana@fhda.edu
408-864-8485**



**Karen Oeh,
Skills Program Coordinator
oehkaren@fhda.edu
408-864-8253**

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***

Course Structure



Adjunct Skills 232 has two 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 Skills Center to help your group work together to use effective learning strategies and master course material.

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

To pass this course

You must...

- Officially **register** for Adjunct Skills 232 via MyPortal or in Admissions and Records.
- Complete the **online Orientation** and end-of-the-quarter **online Evaluation**.
- Visit the Skills Center to complete Part 2 of this Orientation, **Setting Up Your Lab Folder**.
- Participate in at least **7 weekly small group sessions**
- Complete **4 Skills Labs** by the deadline listed on the Adjunct Skills 232 Syllabus/Course Outline



Group Sessions

- Your first group session begins the third week of the quarter. **You must attend the first session.**
- 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.

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 website explain the choices, assignments and requirements.

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

Skills Labs

4 labs are required for 4 hours of credit

- Print out and review the [Skills Lab Sheet](#) to get started
- Read the [Workshop Schedule](#) and sign up early
- Keep track of the lab deadline on the [Syllabus & Course Outline](#)
- If you complete **all 4 Skills Labs** by the **ProPoint Deadline**, you will earn 60 “ProPoints” from your SI. If necessary, this can be “cashed in” to cover one group absence.

Lab Options are Flexible

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

Labs #1 - 10

Study Skills Topics

1. Time Management
2. Textbook Reading
3. Note Taking
4. Critical Thinking & Problem Solving
5. Essay Writing
6. Goal Setting
7. Learning & Teaching Styles
8. Memory & Concentration
9. Test Taking Anxiety
10. Career & College Skills

Labs #1 -10

Study Skills

To pass...

1. Check the **Skills Lab Sheet** to choose a topic (your Learning Skills Assessment 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 **one page (250-500 words) Journal** about what you learned and how you will apply the learning skills/study strategy to your academic performance or personal life.
5. Clearly label your work with your name and the lab number.
6. Submit your notes and journal to your Lab Folder before the Lab Deadline for grading.

Lab #11

Learning Strategies for Content Course To pass...

- Check the **Skills Lab Sheet** to choose strategies related to your specific content course.
- **Complete the activity.**
- Take at least **one page of notes**.
- Write **one page (250-500 words) Journal** about what you learned and how you will apply [learning strategies](#) to your academic performance in the content course.

Lab #12:

Textbook Activities for Content Course

To pass...

- Check the **Skills Lab Sheet** to be directed to web sites with specific critical thinking exercises, quizzes and activities, typically from the instructor's textbook.
- Specific requirements will vary. Check the Lab Sheet and [website](#) for details.
- Take at least **one page of notes**.
- Write a **one page (250-500 words) Journal** about what you learned and how you will apply the learning strategy to your academic performance in the content course.

Now visit the Skills Center right away to complete

Part 2: Setting Up Your Lab Folder

- Visit the Skills Center and check in with a staff member to get your manila **folder**.
- In your folder, turn in your completed [Orientation Quiz](#) and [Student Info Sheet](#). Paper copies available in the Skills Center.
- After you complete the online learning and study skills assessments, write the results on your Student Info Sheet.
[Learning Style Inventory](#)
[Study Skills Inventory](#)
(choose any department)

Your Skills Lab Folder:

1. Write your **last name, first name** and **course code** on the white label of your folder. Course code examples (Acct 1A, Geo1, Hist17A, PoliSci2, Econ1, etc.).
2. Open the folder and complete the top of the *Student Time Log and Attendance Sheet* stapled inside.
3. Make sure to correctly write in the course instructor, class name, your contact information, etc.

To Get Orientation Credit (1/2 hour)

- Bring your **completed Orientation Quiz to the Skills Center**. A staff person will sign it and date it for verification. We will file it back in your folder.
- Your folder will be filed in the Skills Center file cabinet marked “Adjunct Skills Lab Folders.”
- When you finish a lab, come to the Center, insert your notes and journal reflection in your folder, and place your folder in the box for grading.

Remember...

- To pass this class you need to successfully complete **12 hours of work:**

1 Hour Credit

[Orientation](#) (30 minutes)

[End-of-the-Quarter Online Evaluation](#) (30 minutes)

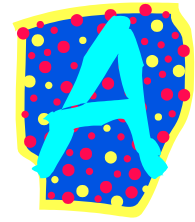
7 Hours Credit

[Seven group sessions minimum](#)

4 Hours Credit

[Four Skills Labs](#) successfully passed

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.
- You may pick up your notes and journals on Monday of Week 12, the last day of instruction.

We Wish You Success!

**For more information, see
www.deanza.edu/studentsuccess click on
Academic Skills Center → Adjunct Skills**

Or contact us:

**Diana Alves de Lima, Student Success Center
Co-Director, Instructor
(408) 864-8485 alvesdelimadiana@deanza.edu**

**Karen Oeh, Program Coordinator
Academic Skills Center
(408) 864-8253 oehkaren@deanza.edu**

!