


ADJUNCT SKILLS 232 **Course Outline for STUDENTS** **Spring 2012**

| The Week of | Student | Requirements & Deadlines |
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| Week 1: 4/9/12 | Sign up for group session and get an add code for Skills 232 | |
| Week 2: 4/16/12 | Register for Skills 232 online or in Admissions & Records |  Complete Orientation and create your lab folder this week. |
| Week 3: 4/23/12 Last day to drop w/ no grade, 4/28 | Group Session #1 Group Tutor Sessions begin. <i>Show up to ATC 305 at scheduled day and time.</i> | Students can still register for Adjunct Skills in <i>Admissions & Records only.</i> |
| Week 4: 4/30/12 | Group Session #2 Course Content Discussion | Deadline to register for Adjunct Skills 232: Friday, May 4 in person in Admissions & Records. |
| Week 5: 5/7/12 | Group Session #3 Course Content Discussion | Deadline to complete Orientation: Friday, May 11 . Materials must be in folder by 12:30 p.m. in Skills Center, ATC 302. <i>Students are still required to complete Orientation after this date, but lose one hour of credit towards a Pass grade by missing the deadline.</i> |
| Week 6: 5/14/12 | Group Session #4 Course Content Discussion | Complete all 4 labs to earn “60 ProPoints.” ProPoint deadline: Friday, May 18 at 12:30 p.m. |
| Week 7: 5/21/12 | <i>Optional or Make-up Group (Group has voted to skip or meet)</i> | Continue working on labs. |
| Week 8: 5/29/12 5/28/12 Memorial Day Holiday Last day to drop with ‘W’ is Fri. 6/1 | Group Session #5 Course Content Discussion | Lab Deadline: Friday, June 1 at 12:30 p.m. All 4 labs must be completed and turned in for grading. Each lab is worth one hour of credit for a Pass grade. |
| Week 9: 6/4/12 | Group Session #6 Course Content Discussion | |
| Week 10: 6/11/12 | <i>Optional or Make-up Group (Group has voted to skip or meet)</i> | Check folder for pass/no pass grading on labs. Friday, June 15 at 12:30 p.m. is the deadline to resubmit any no pass labs for credit. |
| Week 11: 6/18/12 | Group Session #7 Group Tutor Sessions end. | Check attendance with your S.I. |
| Week 12: 6/25/12 <i>Closed during Final Exams</i> | Pick up notes from folder | Pass/No Pass grade for Adjunct Skills 232 forwarded to your course instructor this week. |

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

| <u>Activity:</u> | <u>Credit hours:</u> |
|---|----------------------|
| One hour Orientation (includes end of quarter online evaluation) | 1 |
| 7 50-minute Group Sessions with Tutor | 7 |
| 4 Skills Labs successfully completed with a Pass | 4 |
| Total: | 12 hours |

It is your responsibility to make sure you are properly enrolled in the course. Students who are not registered cannot attend a group tutor session.

De Anza College's Student Success Center
Academic Skills Course: ADJUNCT SKILLS 232

<http://www.deanza.edu/studentsuccess/tutorial/academicskillscenter/index.html>

Course Syllabus
Spring 2012

Student Learning Outcome: *Students will identify their academic learning skills strengths and weaknesses. According to individual needs, students will learn to apply effective study strategies to their content course. Students will actively participate in weekly collaborative content-specific groups and report on their learning progress.*

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| Location: Skills Center, ATC302/303 | Our Staff: |
| Phone: (408) 864-8253 | Diana Alves de Lima, <i>SSC Co-Director</i> |
| E-mail: oehkaren@deanza.edu | Karen Oeh, <i>Program Coordinator, Skills Center</i> |
| Hours: Mornings: M-F 8:30-12:30pm | Sandy Blackborow, <i>Instructional Support Coordinator</i> |
| Afternoons: M-TH 1:30-5:30pm | Victoria Kahler, <i>Instructional Support Specialist</i> |
| (ATC302/303 is closed everyday 12:30pm-1:30pm) | Silvia Angelova, <i>Instructional Assistant</i> |
| | Our Skills Staff Assistants: |
| | Dianne Jardinez Kristiyan Dzhamalov |
| | Kristal Caidoy Zeinab Hady |

Information and general requirements: (Deadline dates listed on back)

Adjunct Skills 232 is a 1/2 unit Pass or No-Pass course requiring 12 hours of work:

- ☐ Complete an online Orientation and set up a folder in the Academic Skills Center
- ☐ Attend and participate in at least seven (7) 50-minute weekly small group tutor sessions
- ☐ Complete four (4) Skills labs before the due date
- ☐ Complete a course evaluation by the end of the last group session

Important Enrollment Dates: *Students are responsible for dropping courses on their own.*

Week 1: Saturday, April 14, 2012 is the last day to drop with a refund for non-residents.

Week 2: Saturday, April 21, 2012 is the last day to drop for a refund for residents.

Week 3: Saturday, April 28, 2012 is the last day to drop with no grade on record.

Week 4: Friday, May 4 is the last day to add Adjunct Skills 232

Week 8: Friday, June 1, 2012 is the last day to drop with a "W."

Holiday: Monday, May 28, 2012.

Requirements for Skills Labs: *Students are responsible for completing 4 labs by deadline.*

- Labs can be hand written or typed
 - Follow directions carefully and **label all work**; Unlabeled or illegible work will **not** pass
 - All Labs must be completed independently
 - Completed labs are put into student's individual folder and turned in to be graded.
- (More information about Lab Folders is provided in the online Orientation)

Orientation: *Students are responsible for completing an online Orientation by deadline.*

- Online Orientation is available on the Academic Skills Center website:

<http://deanza.edu/studentsuccess/tutorial/academicskillscenter/adjunctskillsorientation.html>

Policy on Academic Honor Code: 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 section on Academic Integrity in the schedule of classes.