

## ADJUNCT STUDY SKILLS 232/233 WINTER 2015 Course Outline



**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
<b>Total:</b>	<b>180</b>

**Your final quarter grade (Pass or No Pass\*) will be based on 180 possible points:**

<b>A = 90 – 100%</b>	<b>D = 60 – 69%</b>
<b>B = 80 – 89%</b>	<b>F = below 59%</b>
<b>C = 70 – 79%</b>	

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/studentsuccess/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/studentsuccess/academicskills/adjunctskillsorientation.html>

Weeks:	Student	Requirements & Deadlines
Week 2: 1/12 – 1/16	<b>Preview Week</b> Show up to a group room and meet the Supplemental Instructor (tutor)	Review the <a href="#">Group Session Schedule</a> to determine day, time, and location of your group session. <b>Add codes will be reserved during this week.</b>
Week 3: 1/19 – 1/23 <i>No class on Mon 1/19 for Martin Luther King Holiday</i>	Group Session #1 <b>Group Tutor Sessions begin.</b> <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat. <b>Add codes will be given during this week.</b>
Week 4: 1/26 – 1/30	Group Session #2 Course Content Discussion	<b>Monday, January 26 is last date to drop with a refund. Wednesday, January 28 is last date to add.</b> <i>Skills Workshops begin Wednesday January 28.</i> <b>Friday, January 30 is last date to drop without W.</b>
Week 5: 2/2 – 2/6	Group Session #3 Course Content Discussion	<b>Friday, February 6, 11:55 p.m</b> is the deadline to complete the Orientation Quiz in Catalyst.
Week 6: 2/9 – 2/13 <i>No class on Fri 2/13 for President Lincoln Holiday</i>	Group Session #4 Course Content Discussion	Attend group sessions, workshops and work on Labs.
Week 7: 2/16 – 2/20 <i>No class on Mon 2/16 for President Washington Holiday</i>	Group Session #5 Course Content Discussion	Attend group sessions, workshops and work on Labs.
Week 8: 2/23 – 2/27	Group Session #6 Course Content Discussion Skills Workshops end on Friday	<b>Friday, February 27, 11:55 p.m</b> is last day to submit <b>4 Labs</b> to Catalyst. Skills Labs must be submitted to Catalyst for grading & meet 250 word count required. <b>No late submissions.</b>
Week 9: 3/2 – 3/6	Group Session #7 Course Content Discussion	Attend group sessions.
Week 10: 3/9 – 3/13	Group Session #8 Course Content Discussion	<b>Wednesday, March 11 is last day to drop with “W”.</b>
Week 11: 3/16 – 3/20	Group Session #9 (last session)	Check attendance with your Supplemental Instructor



## De Anza College's Student Success Center

### ADJUNCT STUDY SKILLS 232/233

### WINTER 2015 SYLLABUS

#### 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](http://www.deanza.edu/studentsuccess/academicskills)

Location: Academic Skills Center, ATC 302

Phone: (408) 864-8253

Email: [phamstephanie@fhda.edu](mailto:phamstephanie@fhda.edu)

Hours: Mornings: M-F 9-12:30pm

Afternoons: M-TH 1:30-5:30pm

*(Skills Center is closed every day 12:30pm-1:30pm)*

*Student Success Center Staff:*

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

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:**

- ☐ Complete an Orientation and pass the **Orientation Quiz** in Catalyst by end of Week 5;
- ☐ Attend and actively participate in at least **six weekly 50-minute group tutoring sessions**;
- ☐ Complete **four Skills Labs** in Catalyst by end of Week 8;
- ☐ Complete an online **Final Survey** during Weeks 10 and 11.

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

Week 4: **Monday, January 26** at 11:59 p.m. in MyPortal is the **deadline to drop for a refund**.

Week 4: **Wednesday, January 28** at 11:59 p.m. in MyPortal is the **deadline to add Skills 232/233**.

Week 4: **Friday, January 30** at 11:59 p.m. in MyPortal is the **deadline to drop WITHOUT a "W"**.

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

*Week 11: Friday, March 20 is the last day of Group Sessions.*

Week 12: **Monday, March 23** is the last day of instruction.

**Holidays:** *Monday, January 19 (Martin Luther King Day) ; Friday, February 13 (President Lincoln Holiday) ;*

*Monday, February 16 (President Washington Holiday).*

**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>.