

Self-Paced Skills Courses

<http://www.deanza.edu/studentsuccess/>

Fall 2012

Student Learning Outcome Students in Self-Paced Skills courses will identify their learning strengths and weaknesses in their chosen academic skills areas. Students will write a measurable goal to improve their skills weaknesses and reflect on their progress in reaching their learning goal during the quarter.

Location	Library LC107A
Phone, E-mail	408-864-8253 oehkaren@deanza.edu
Our Open Hours	<p>Twelve 50-minute hours are required for each ½-unit Skills course to pass. Skills courses are P/NP. Hours may be done on a self-paced basis in ATC302/303 during the following hours.</p> <ul style="list-style-type: none"> • Mornings: Mon-Fri 8:30-12:30pm • Afternoons: Mon-Thur 1:30-5:30pm • Evenings: Mon and Tue 5:30-7:00pm <p>The Center is closed every day from 12:30-1:30pm.</p>
The Staff	<div> Diana Alves de Lima, <i>SSC Co-Director</i> Karen Oeh, <i>Program Coordinator</i> Sandy Blackborow, <i>Instructional Support Coordinator</i> Victoria Kahler, <i>Instructional Support Specialist</i> Silvia Angelova, <i>Teaching Assistant</i> </div>
Materials	Students should bring one small bound (non-spiral) 8 ½ x 11 notebook. <u>Written work on assigned topics is required to obtain credit.</u> A bluebook for writing journals may be required. (If needed, notebooks and bluebooks are available for purchase at the Skills Center desk).
Deadlines, Important Dates <i>Students are responsible for dropping courses.</i>	<p>Week 1: Saturday, Sept. 29, 2012 is the last day to drop with a refund for non-residents.</p> <p>Week 2: Saturday, Oct. 6, 2012 is the last day to drop for a refund for residents.</p> <p>Week 3: Sunday, Oct. 7 is the last day to drop with no grade on record.</p> <p>Week 7: Nov. 9, 2012 is the last day to add an additional Skills course (if there is space).</p> <p>Week 8: Friday, Nov. 16, 2012 is the last day to drop with a "W."</p> <p>Week 11: Friday, Dec. 7, 2012 is the last day online assignments can be turned in.</p> <p>Week 12: Monday, Dec. 10, 2012 is the last day students can work in the Skills Center.</p> <p><i>Holidays:</i> Nov. 12 (Veterans' Day) and Nov. 22 and 23, 2012 (Thanksgiving).</p>
Instructor Conferences	One 30-minute instructor conference is required. Please schedule your conference at orientation. (See the staff to set up the appointment.) Week 9 is the last week to schedule a conference.
On line practice supplemental assignments	Students have the option of completing 6 hours of work online per class. Please notify a staff member if you are interested in having an account set up. <u>Take notes and do appropriate lessons to maximize your learning.</u> To get credit, you must submit your log and notes by the end of Week 11.
Workshops	Skills workshops on various topics are <u>strongly</u> recommended for Skills students. Workshops are 50-minutes long and take place Weeks 4-8. They also count toward the 12-hour requirement for a Skills course. Sign up early. Space is limited.
Final Evaluation	Complete your course self-evaluation form during your last hour.

1. To begin working on your Skills program, you will need to...

- ⑥ Complete an **orientation** online or in person.
- ⑥ Complete your **diagnostic test** and let the staff know.
- ⑥ Look at your diagnostic after you receive your Skills assignments and write down your **learning goal** for the quarter (See the goal sheet with your test).
- ⑥ Set up your **instructor conference** after completing a diagnostic test per course.
- ⑥ **Show up** to your scheduled conference appointment (call 408-864-8253 to reschedule if necessary).
- ⑥ Begin your **introductory assignment**. You may begin this assignment prior to your first instructor conference.

2. When you come in to work on your Skills assignments, you will need to...

- ⑥ Find your blue folder in the file cabinet next to the Check-In desk.
- ⑥ Sign in with a staff member. Ask the staff immediately any time you have questions about assignments or procedures. Ask the staff for the materials you will need.
- ⑥ Label all work with the name of the material, the page numbers and the date.
- ⑥ Work in the Academic Skills Center for no more than two 50-minute hours a day (per course).
- ⑥ Check out with a staff member and return all materials to the desk.

3. Once you have reached 5 hours of work (for any Skills course), you will need to...

- ⑥ Submit your work for a **Check Point Review**. Tell the Staff when you have reached 5 hours of work. The staff will place your folder in the tray on top of the file cabinet where your folder is normally located. The staff will provide you feedback on your work. (Note: you can submit work any time for additional review as needed).
- ⑥ If you cannot find your folder in the drawer, check the top tray, pull your folder and continue working, but return your folder to the top tray after check out. Ask the staff if you need help finding your folder.
- ⑥ After you receive your Check Point Review, think about your progress on reaching your learning goal. Write a brief statement about your progress on the Check Point form stapled in your folder.

4. To complete your Skills course, you will need to...

- ⑥ Submit online work by the Friday of Week 11.
- ⑥ Complete 12 hours per class by December 10, 2012.
- ⑥ Complete your course self-evaluation report during your last hour.
- ⑥ Take home your notebook/bluebook for further study.

A final note: Textbooks/materials are the property of the Skills Center; they may not be checked out, written in or taken from the room. Time spent working on materials other than those assigned will not be counted. Eating, talking, cell phone use and the use of other personal media are not permitted in ATC303. Skills computers are for Skills assignments only.

Skills classes can be repeated up to 6 times for credit. Students must adhere to the Academic Integrity Honor Code published in the current schedule of classes.

**Students may receive 2 add codes for skills courses, if space is available.*