

ADJUNCT STUDY SKILLS 232/233

Spring 2014 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
Total:	180

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

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

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:

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: 4/14 – 4/18	Preview Week Show up to a group room and meet the Supplemental Instructor (tutor)	Review the Group Session Schedule to determine day, time, and location of your group session. Add codes will be given during this week.
Week 3: 4/21 – 4/25	Group Session #1 Group Tutor Sessions begin. <i>Review web site for group session info</i>	Attend first group session in Week 3 to get a seat. Add codes will also be given during this week. Friday, April 25 is last date to drop with a refund.
Week 4: 4/28 – 5/2	Group Session #2 Course Content Discussion	Skills Workshops begin Monday, April 28. Tuesday, April 29 is last date to add. Thursday, May 1 is last date to drop without “W.”
Week 5: 5/5 – 5/9	Group Session #3 Course Content Discussion	Friday, May 9, 11:55 p.m is the deadline to complete the Orientation Quiz in Catalyst.
Week 6: 5/12 – 5/16	Group Session #4 Course Content Discussion	Attend group sessions, workshops and work on Labs.
Week 7: 5/19 – 5/23	Group Session #5 Course Content Discussion	Attend group sessions, workshops and work on Labs.
Week 8: 5/27 – 5/30 Holiday: Memorial Day: No class on 5/26	Group Session #6 Course Content Discussion Skills Workshops end on Friday	Friday, May 30, 11:55 p.m is last day to submit Labs to Catalyst. Skills Labs must be completed, typed, and uploaded into Catalyst for grading. See instructions and minimum word count. No late submissions.
Week 9: 6/2 – 6/6	Group Session #7 Course Content Discussion	Attend group sessions.
Week 10: 6/9 – 6/13	Group Session #8 Course Content Discussion	Wednesday, June 11 is last day to drop with “W”.
Week 11: 6/16 – 6/20	Group Session #9 (last session)	Check attendance with your Supplemental Instructor



De Anza College's Student Success Center

ADJUNCT STUDY SKILLS 232/233

Winter 2014 SYLLABUS

Student Learning Outcome: 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

Location: Academic Skills Center, ATC 302

Phone: (408) 864-8253

Email: phamstephanie@fhda.edu

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

Afternoons: M-TH 1:30-6:00pm

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

Our Student Success Center Staff:

Diana Alves de Lima, *SSC Co-Director (ATC 309a)*

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 3: **Friday, April 25** at 11:59 p.m. in MyPortal is the deadline to **drop for a refund**.

Week 4: **Tuesday, April 29** at 11:59 p.m. in MyPortal is the deadline to **add** Skills 232/233.

Week 4: **Thursday, May 1**, at 11:59 p.m. in MyPortal is the deadline to **drop with no grade on record**.

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

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

Holidays: *Monday, May 26 (Memorial Day)*

Orientation: Students are responsible for passing the Orientation Quiz in Catalyst by deadline.

Orientation information is on the Academic Skills Center website:

<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 200-250 word personal journal. Follow these instructions carefully:
<http://www.deanza.edu/studentsuccess/academicskills/skillslabs.html>
- Upload into Catalyst to be graded.
- 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>.