

Adjunct Study Skills Orientation

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.**

To watch this presentation:

1. 1. Click "Slide Show" on the main menu above.
2. 2. Then click "View Show"
3. 3. Mouse click or hit return to view each screen.

We are in the Skills Center to assist you



Diana Alves de Lima,
Student Success Center Co-Director/Instructor

Karen Oeh, *Skills Program Coordinator*

Sandy Blackborow, *Support Specialist Coordinator*

Greg Knittel, *Tutorial Support Specialist*

Dianne Jardinez, *Skills Center Staff Assistant*

Our Hours

A cartoon illustration of a yellow clock with a face, showing the time as approximately 1:50. A small blue figure is running around the base of the clock, and there are some papers or books scattered on the ground near the clock's feet.

The Academic Skills Center is open

Mornings: Monday – Friday 8:30-12:30 p.m.

Afternoons: Monday – Thursday 1:30-5:30 p.m.

Closed: Fridays after 12:30 p.m.

THE CENTER IS CLOSED EVERY DAY 12:30-1:30PM

Course Structure:



Adjunct Skills 232 will provide you with **two** types of instruction:

1. **Small group tutoring sessions** led by a supplemental instructor (S.I.), a student who has already passed your content course. The S.I. has been selected by your course instructor and interviewed by the Skills Center in order to teach and tutor other students on course materials.
2. **Skills Labs** that can help you study more effectively and teach you learning strategies so you **STUDY SMARTER, NOT HARDER!**

To PASS this course

You need to...

- Officially **register** for Adjunct Skills 232 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 tutorial sessions**
- Complete **4 Skills Labs** by the Lab Deadline listed on the Adjunct Skills 232 Syllabus/Course Outline



Important Group Procedures

- Your **first** group tutorial session will begin the **third week** of the quarter at your scheduled day and time in the General Subjects Tutorial Room (ATC 305).
- There will be a large **schedule on the wall**, check your name under the group session day/time, and then **look for the Table # and your tutor's name**.
- Please show up to your group tutorial session on time, be prepared and actively participate with your group leader and the other students in your group.

Skills Labs...

Skills labs help you to learn and use effective college study strategies. Our slogan and our goal is to help you...

Study smarter, not harder!

You get to select what you want to learn and how you want to learn it. You can choose to attend a **workshop**, read a **book** in the Skills Center, watch an **internet video**, or complete an online **textbook** learning activity.

The **Skills Lab Sheet** and **Skills Center Web Site** explain the choices, assignments and requirements.

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](#)
- If you complete **all 4 Skills Labs** by the **ProPoint Deadline**, you will earn “60 Skills ProPoints” from your S.I. This can be cashed in to cover one group absence. When all active members of a group earn ProPoints, the group receives a special recognition award.

Lab Options:

- Students can choose what type of labs to do:
 - Workshops
 - Skills Books
 - Internet Videos
 - Internet Workshops
 - Learning Activities for Content Course

Labs #1 - 10

Study Skills

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

Credit (Pass Grade)

- Students submit **one page of Notes** and **one page, single- spaced Journal** about what you learned and how you will apply the learning skills/study strategy to your academic performance or personal life.
- Submit in your Lab Folder before the Lab Deadline for grading.
- Clearly label all work.

Lab #11

Learning Strategies for **Content Course**

- Students submit **one page of Notes** and **one page, single-spaced Journal** about what you learned and how you will apply the learning strategy to your academic performance in the content course.
- Internet based, review the Lab Sheet and Skills Center Web Site

Lab #12: Learning Activity to Increase Understanding of **Content Course**

- Students are directed to web site specific activities, typically from the instructor's textbook.
- This lab is designed to increase student's knowledge of the course material through critical thinking exercises, article critiques, and quizzes.
- Students submit **one page of Notes** and **one page, single-spaced Journal**.
- Topic-specific so please review the Lab Sheet and Skills Center Web Site. Internet based activity.

Now visit the Skills Center right away to complete

Part 2: Setting Up Your Lab Folder

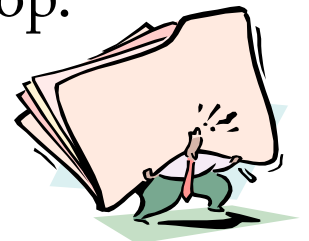
- Visit the Skills Center and check in with a staff member to get your manila **folder** from the Skills file cabinet.
- Turn in your completed [Orientation Quiz](#) and [Student Info Sheet](#). Paper copies available in the Skills Center.
- Complete the online learning and study skills assessments. 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 log in the course instructor, class name, your contact information, etc.

To Get Orientation Credit (1 hour)

- The Staff will correct your Orientation Quiz and log it
- The Staff will review your Student Info Sheet and log it
- We will give a copy to your S.I.
- Your folder will be filed the Skills Center Adjunct Skills file cabinet marked “Adjunct Skills Lab Folders.”
- Whenever you finish a lab, come in and pull your folder by your Last Name, insert your documents, and put in on top.



Remember...

- To Pass This Class: You need to successfully complete **12 hours of work:**

1 Hour Credit

- Orientation, Folder, and End-of-the-quarter Evaluation

7 Hours Credit

- 7 Group Tutorial Sessions minimum

4 Hours Credit

- 4 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 automatically sent to your content course instructor.

We Wish You Success!

If you have questions, please contact us.

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Good luck with all your courses this quarter.