

ADJUNCT STUDY SKILLS 232/233

Winter 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 groups 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 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.**

Class Web Pages:

<http://www.deanza.edu/studentssuccess/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 skills online orientation page: <http://deanza.edu/studentssuccess/academicskills/adjunctskillsorientation.html>

Weeks:	Student	Requirements & Deadlines
Week 2: 1/13 – 1/17	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 study session.
Week 3: 1/20 – 1/24 <i>Holiday: No class Monday 1/20</i>	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 and add code for SKILLS 232/233.
Week 4: 1/27 – 1/31	Group Session #2 Course Content Discussion	Skills Workshops start Monday, January 27 . Monday, January 27 is last day to drop with a refund. Friday, January 31 is last date to add. Sunday, February 2 is last date to drop without “W.”
Week 5: 2/3 – 2/7	Group Session #3 Course Content Discussion	Friday, February 7, 11:55 p.m is the deadline to complete the Orientation Quiz in Catalyst:
Week 6: 2/10 – 2/14 <i>Holiday: No class Friday 2/14</i>	Group Session #4 Course Content Discussion	
Week 7: 2/17 – 2/21 <i>Holiday: No class Monday 2/17</i>	Group Session #5 Course Content Discussion	
Week 8: 2/24 – 2/28	Group Session #6 Course Content Discussion Skills Workshops end on Friday	Friday, February 28, 11:55 p.m is last day to submit labs to Catalyst. Skills Labs must be completed, typed, and uploaded into Catalyst for grading. No late submissions.
Week 9: 3/3 – 3/7	Group Session #7 Course Content Discussion	
Week 10: 03/10 – 03/14	Group Session #8 Course Content Discussion	Wednesday, March 12 is last day to drop with “W”.
Week 11: 03/17 – 3/21	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: *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.*

Academic Skills Center website: <http://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 everyday 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 online Orientation and pass the Orientation Quiz in Catalyst;
- ☐ Attend and participate in at least 6 weekly 50-minute weekly small group tutor sessions ;
- ☐ Complete 4 Skills Labs before the due date;
- ☐ 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 27 at 11:59 p.m. in MyPortal is the deadline to **drop for a refund.**

Week 4: Friday, January 31 at 11:59 p.m. in MyPortal is the deadline to **add Skills 232/233.**

Week 5: Sunday, February 2 at 11:59 p.m. in MyPortal is the deadline to **drop with no grade on record.**

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

Week 12: Monday, March 24 is the last day of instruction.

Holidays: Monday, January 20 (Martin Luther King Jr. day)- Friday, February 14 (Lincoln's holiday) and Monday, February 17 (Washington's holiday)

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

Orientation information is available on the Academic Skills Center website:

<http://deanza.edu/studentsuccess/academicskills/adjunctskillsorientation.html>

Requirements for Skills Labs: *Students are responsible for completing 4 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 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>.