ADJUNCT SKILLS LAB OPTIONS

STUDY SMARTER, NOT HARDER!

Select your labs in order of your individual needs and priorities. Select topics that will best enhance your overall learning and course content proficiency. Use your Skills Diagnostic and Modality Inventory as your guide and ask questions as needed. See the Skills Staff if these choices do not meet your individual needs.

Note: Skills Labs are most effective when completed and applied EARLY in the quarter!

IMPORTANT!

Skills 232 is a strategic learning class that requires collaborative group study and independent study instruction.

All Skills labs must be completed independently!

***Policy on Academic Honor Code: 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 may be reported to the college for appropriate action. See section on Academic Integrity in your current schedule of classes.

DIRECTIONS:

- Select 4 topics from the options listed
- Follow directions carefully
- Label your work (Unlabeled or illegible work will NOT be graded.)
- Note: All labs have 2 parts (participation or notes and a posttest/journal).
- You must earn at least 70% on both parts to pass.
- To complete our self-paced labs:
  - Submit at least one page of main idea notes (on separate sheet of paper).
  - Submit a typed or hand-written posttest or journal.
- Submit work by the deadline listed on your course outline!

YOUR SKILLS LAB OPTIONS: (See pages 2-4 for more detailed information.)

Lab A: Campus Workshops 🌟 (you may do four)
Lab B: Internet/General Learning Strategies 📚 (you may ONLY do one)
Lab C: Internet/Content Strategies and Practice 📚 (you may ONLY do one)
Lab D: COM-LINK (Community Outreach Map) 🌟 (you may ONLY do one)
Lab E: Group leadership (COSI) 🕵️‍♂️ (If eligible, you may do one for two lab credits)
Lab F: Using campus resources (see list of centers on page 2)
Lab G: Lab PASS 232: Planning Advisory for EDC/DSS Students ⭐ (you may do one)

Labs 1-12: Self-paced book & video labs 📖/_random (You may do four different topics)
Lab L1, L2, L3: Grammar, Vocabulary, Spelling Improvement 📖 (do all 3 for one lab credit)
Labs M1-M2: Math Preparation 📖 (you may do one)
Labs S1-S2: Science Preparation 📖 (you may do one)
LAB A: Workshop:

See our workshop schedule for specific topics.
Go online to download a copy of the current schedule: [http://www.deanza.edu/tutorial](http://www.deanza.edu/tutorial)

Students may attend up to four Skills, WRC, LSL or other campus workshops on different topics for Skills lab credit. Advance sign-up is required, but space is limited. Specific post-workshop assignments are noted on your Skills workshop handout and are due no later than one week after the workshop. Students will be required to show proof of attendance at non-Skills workshops and must submit a journal describing how they will benefit from the workshop information.

1. Participate in a 50-minute workshop
2. Complete posttest/journal & submit

LAB B: ONLINE General learning strategies  (One lab/one hour maximum off-campus credit)

- Refer to the above web address or your Skills 232 course orientation packet for more information on Lab B.

LAB C: ONLINE Content-specific strategies (One lab/one hour maximum off-campus credit)

- Refer to the above web address or your Skills 232 course orientation packet for more information on Lab C.

LAB D: COM-LINKS Community Outreach Maps  (see staff for instructions) (Do I or II)

- I. For one lab credit, students involved in community service learning activities can create a community outreach map (COM).
- II. For one lab credit, student wishing to research community service activities can follow maps to a community organization. Please see the Staff for more information. Anonymous COM-LINK maps may be placed on the Tutorial/Skills website.

LAB E: Introduction to Leadership (COSI) (To be arranged)

1. A COSI (Co-Supplemental Instructor) Lab may be available to students who already demonstrate a high degree of communication, team-building, and leadership within the Adjunct group. Eligible students must have also earned an A on their last major test or presentation in the linked content class. (See your SI for more information.)
2. Complete a pre-COSI planning form and conduct a scheduled group with your SI’s supervision.
3. Submit a completed and signed post-COSI evaluation form for grading. (This lab is worth 2 lab credits.)

COSI forms can downloaded from [http://www.deanza.edu/tutorial](http://www.deanza.edu/tutorial) (Adjunct Skills Information)

LAB F: Using De Anza Campus Resources: Choose one

Informational Interview (question/answer or discussion) with a representative of one of the following campus programs. Write a 1 page journal about what you learned about that center and how you might use it. Include the name of the person you spoke with and a brochure, handout or business card. Submit.

Student Success Center Programs:
- □ Skills Center (Self-paced program) □ Tutorial Center □ Listening Speaking Lab (LSL) □ Writing Reading Center (WRC),

Campus Services, Support & Communities:
- □ Career Center □ Counseling Center □ Computer Applications & Office Systems (CAOS) □ De Anza Associated Student Body (DASB) □ Institute for Community and Civic Engagement (ICCE) □ Transfer Center □ Disability Support Services (DSS) □ Educational Diagnostic Center (EDC) □ Financial Aid □ Health Services □ Child Development Center □ Extended Opportunity Programs & Services (EOPS) □ Student Success & Retention Services (SSRS) □ Cross Cultural Partners (CCP) □ Math Performance Success (MPS) □ Puente Program □ Renew □ Student Clubs

LAB G: Planning Advisory for Study Skills 232 (PASS 232). For students using the Educational Diagnostic Center (EDC) or Disabled Student Services (DSS).

1. Set up one 30-minute conference; meet with a Skills Instructor to clarify course goals and objectives.
2. Complete and submit Planned Action for Study Skills 232 (Instructor will issue)

Self-paced book, video, or supplemental labs

2 of 4
LAB 1: Learning & Teaching Styles: Choose one

- The Confident Student, 5th (Motivating Yourself to Learn)
  - Chapter 2, pp. 34-57 Take 1 page of notes
- Study and Critical Thinking Skills in College, 6th (Learning Styles & Teaching Styles)
  - Chapter 8, pp. 140-159 Take 1 page of notes

LAB 2: Academic Relationships: Choose one

- Learning in College (Socializing Your Learning with Peers)
  - Chapter 5, pp. 95-102 Take 1 page of notes
- College Success (Relationships with Instructors & Leadership in Groups)
  - Chapter 9, pp. only 180-188 Take 1 page of notes
  - Video: How to Achieve Goals (12 min)

LAB 3: Goal Setting: Choose one

- How to Study in College, 8th (Setting Goals)
  - Chapter 1, pp. 2-16 Take 1 page of notes

LAB 4: Time Management: Choose one

- How to Study in College 8th, (Controlling Your Time)
  - Chapter 2, pp. 20-40 Take 1 page of notes
  - Video: Time Management (18 min)
  - Essential Study Skills 5th (Decreasing Procrastination)
    - Chapter 5, pp. 128-132 Take 1 page of notes
    - Video: Overcoming Procrastination (12 min)

LAB 5: Test-taking: Choose one

- How to Study in College 8th (Mastering Objective Tests)
  - Chapter 13, pp. 282-299 Take 1 page of notes
- How to Study in College 8th (Tackling Essay Exams)
  - Chapter 14, pp. 304-318 Take 1 page of notes
  - Video: Strategic Learning

LAB 6: Test Anxiety & Stress: Choose one

- How to Study in College, 8th (Managing Test Anxiety)
  - Chapter 12, pp. 264-278 Take 1 page of notes
  - Active Learning (Dealing with Stress)
    - Chapter 8, pp. 121-135 Take 1 page of notes
    - Video: Stress Management (10 min)

LAB 7: Note-taking: Choose one

- The Confident Student, 5th (Classroom Skills)
  - Chapter 5, pp. 112-134 Take 1 page of notes
  - Essential Study Skills, 5th (Listening & Lecture Notes)
    - Chapter 10, pp. 263-290 Take 1 page of notes
    - Video: Note-taking (9 min)

LAB 8: Textbook & Critical Reading: Choose one

- Essential Study Skills 5th (Reading College Textbooks)
  - Chapter 7, pp. 173-192 Take 1 page of notes
- Study and Critical Thinking Skills in College, 6th (Synthesizing Course Content)
  - Chapter 16, p. 325-350 Take 1 page of notes
  - Video: Reading Improvement (12 min)

Post Test: How will I apply this information?
LAB 9: Concentration: Choose one
- The Confident Student, 5th (Controlling Your Concentration)
  Chapter 10, pp. 243-263          Take 1 page of notes
- How to Study in College, 8th (Concentrating & Focusing)
  Chapter 3, pp. 44-54              Take 1 page of notes

LAB 10: Memory: Choose one
- Overcoming Hurdles to Success (Enhance Your Memory)
  Chapter 8, pp. 127-141            Take 1 page of notes
- Essential Study Skills, 5th (Processing Information into Memory)
  Chapter 2, pp. 31-64              Take 1 page of notes
- Video: Memory (21 min)            Take 1 page of notes

LAB 11: Essays & Oral Presentations: Choose one
- Overcoming Hurdles to Success (Papers & Presentations)
  Chapter 11, pp. 182-201           Take 1 page of notes
- English Fundamentals: Writing Longer Essays
  Section 4, p. 343-354             Take 1 page of notes

LAB 12: Career Skills: Choose one
- The Confident Student, 5th (Building Career Skills)
  Chapter 15, pp. 355-383           Take 1 page of notes
- Cornerstone 2nd (What Are You Doing The Rest of Your Life?)
  Chapter 16, pp. 361-380           Take 1 page of notes
- Claiming Your Victories (The Job Search)
  Chapter 10, pp. 183-211           Take 1 page of notes

SKILLS LAB OPTIONS L, M, S (SUPPLEMENTAL)

L1-L3: Language Improvement (see Staff). (Do all 3 sections for one lab credit)
- L1: Grammar, L2: Vocabulary, and L3: Spelling Improvement
  Take our diagnostics to discover areas where you need improvement. Follow directions, self-correct. Submit.

M1-M2: Math Preparation (Choose one)
- M1: Mastering Mathematics (Studying for Your Mathematics Class)
  Chapter 5, pp.57-85                Take 1 page of notes
- M1: Essential Study Skills, 5th (Taking Math Tests)
  Chapter 5, pp.57-85                Take 1 page of notes
- M2: Overcoming Math Anxiety
  Select one chapter (Chapter 4, 5, 6, 7) .. Take 1 page of notes

S1-S3: Science Preparation (Choose one)
- S1: Becoming a Successful Student, 2nd (Reading Science Textbooks)
  Appendix, pp. 394-407              Take 1 page of notes
- S2: Study & Critical Thinking Skills in College, 6th (Life & Physical Sciences)
  Chapter 10, only pp.184-190        Take 1 page of notes

Post Test: Reflections (1 page) p.264
Post Test: Short Answer 1-4, p.56
Post Test: Journal (1 page)
Post Test: Your Reflection 3, (1 page) p.63
Post Test: Journal (1 page)
Post Test: Writing (1 page) p. 209
Post Test: Journal (1 page)
Post Test: Reflection (1 page), p.373 #3
Post Test: Journal (1 page)
Post Test: Writing (1 page) p.209
Post Test: Journal (1 page)
Post Test: Do 10.2, p.190