![C:\Users\Christine\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\FJJ3OMDF\MC900445732[1].wmf]()[**Study Skills Grade**](https://peralta4.sharepoint.com/%3Aw%3A/s/supportcoursecop/ETWq01nwzl9EmmtHSAbb2GMBOuJ_YEasOlRrqlaZwN-AFA?e=j5bdWG) **(Instructor Cheat Sheet)**

Clipart source: 00445732.wmf, http://of

Your Study Skills Meeting Grade is worth 5% of your overall grade. It is designed to help you be successful in this course, as well as your other courses. In order to receive the full credit, you need to do *one* of the following:

* **Pass every exam with 70% or better.** In this case, you will automatically receive full credit for the Study Skills Meeting. These students get 100% on this grade for passing exams. SS1 grade for Exam 1, SS2 grade for Exam 2, etc.
* **Mandatory Study Skills Meeting and Study Skills Assignment:**

Sort/search gradebook for students who didn’t pass and send them all an email with their address in the BCC field. Many online homework systems do this automatically:

Hi! I noticed that you received a poor score on the first exam.  To help you identify the issue and come up with a solution, you will need to do the following:

(1)  Fill out the top portion of the Study Skills handout (Course Name), including any reasons you identify for receiving a poor score.  This can include not completing homework, not studying, not working on the Practice Exam, personal issues, time management issues, etc.

(2)  Meet with me in my office hours within 2 weeks of today (DEADLINE weekday and date within 2 weeks of receiving exam score) Office hours and location, including an online/telephone office hour (see attached online office hour handout).

(3)  During our meeting, we will come up with a customized Study Skills Assignment meant to help you improve your grade on upcoming exams.  We will also come up with a due date for this assignment.

Christine

Attachments:

<Online Office Hours Handout.docx>
<Study Skills Grade.docx>

**Mandatory Meeting.** Come see me during office hours in Room Number on Days and Times, or by appointment made via email. Verify that I will be available by asking in class or via email, if possible, since sometimes work related meetings get scheduled during these hours. If you are unable to verify, just stop in and check if I am there. *The meeting portion is due within 2 weeks of receiving your exam* *score*.

**Study Skills Assignment.** We will discuss your specific situation, and create a Study Skills assignment that is customized to your needs. For example, if you feel that the problem was lack of time to complete homework, then we could create a weekly study plan for you, given your schedule. If it has to do with test anxiety, I can create a related assignment for you. If it has to do with childcare/transportation/disability/etc, then the assignment could be a referral to a counselor, where you bring back their signature to get credit for your assignment. *This assignment is due within 1 week of our meeting*. If the end of the semester is nearing, the entire thing (meeting and assignment) is due the last class meeting before Finals Week. Upon completion of our meeting and your assignment, you will receive the full credit for your Study Skills Meeting grade.

I don’t usually keep track of meetings, only completed assignments. For Hybrid classes, I complete a copy of this handout during our online office hour via GoodNotes iPad app, and send a pdf to them, so I have an email record. Or, have them complete on computer and send a copy to you.

**Study Skills Assignment Cover Sheet**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Days/Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unsatisfactory Exam Score: \_\_\_\_\_\_\_\_\_\_\_\_\_ Received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you believe you received this score (*fill out prior to meeting, if possible*)?\_\_If the student hasn’t completed this prior to the meeting, have them take a couple of minutes to do this while you help others. Then, use the following pages as guiding questions to fill it in more completely. Also, look up missing assignments/absences/tardies/other records and have them write down more details.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Date (*within 2 weeks of receiving exam score*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Skills Assignment (as decided at meeting):\_See below for ideas. Assignment must be practical, useful, and chosen by student, with instructor offering options. Also, ask if they can think of any practical solutions.\_

Assignment Due Date (*within one week of meeting*):\_Depends on the assignment, but typically 1-2 weeks. See ideas below, otherwise one week or next meeting for Hybrid course.\_

Grade on Assignment: \_Depends on the assignment. See below. Study Skills is 5% of overall course grade. Student attaches assignment to this handout.\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Study Skills Meeting Guide**

Instructor uses these questions as a guide to help students complete the above handout. Alternatively, although not recommended, instructor has students complete this directly. However, **I cannot emphasize how valuable it is to have face to face conversations with students!** Students won’t think it’s busy work if they see you care. Also, **instructor biases** against students are greatly diminished when they understand where their student is coming from.

Check any of the following that you struggle with:

□ **Time Management.** Work/Family/College balance. Do you have difficulty finding time to complete your work? Do you have a set weekly schedule for studying and doing homework? When? Explain.

* [Weekly Study Skills Handout](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EXChcFS-gEVNm_1tNLpmDAYBV32KYuJPjvXGaW4QQD6CAA?e=oGpAL2): Explain the College Rule: 2 hours of homework for every hour unit of class. If the issue is unsupportive family, have them post their study schedule prominently on fridge.
* [Mini two week Schedule for Math Lab/Writing Lab/etc.](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EUj_RnjCOXdCuQMpb6urm8IBJuNvyVqO_rSSxSiWpbxPtQ?e=5qBVW7)

|  |  |
| --- | --- |
| Day/Date | Instructor/Tutor Signature |
|  |  |
|  |  |
|  |  |
|  |  |

□ **Organizational Skills.** How do you keep track of due dates? Do you have a planner or a calendar? Do you use it? Where do you show your work for online homework? Where do you take notes for class? Where do you keep loose papers?

* [Assignment Calendar](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EWldpVws5QBAj3SQP4U3XWsBve_XQks92lpokQCnCd6Gsw?e=0zEg9l): Bill Lepowsky’s semester calendar, filled in with due dates.
* Collect homework/classwork notebook/binder/folder/accordion folder. Grade for completion.
* [Be Ready and Exam Prep](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/EWRXIuVQR3hCnE_xfRhrtQcBR1tPWgr7-3WMbTojEs2vOg?e=wSj2IF) Study Skills handout.
* [Taking Notes](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/EVejg3klTh1KmVAXmXoMWFAB1zxTZYVzsbmOtwZFUdFlrQ?e=djuP8l) Study Skills handout.
* [Using ALEKS](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/ETPBzGnfcuhBjG7mmjEuISkBQpWhDVTs3pi4EFy4tWkjzQ?e=n73iPy) Study Skills handout (may be adapted for other online HW system).

□ **Incomplete homework/classwork.** If so, list the assignments.

* Completed missing assignments: Use [Assignment Calendar](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EWldpVws5QBAj3SQP4U3XWsBve_XQks92lpokQCnCd6Gsw?e=0zEg9l) to count weeks left to next exam/Final. Weeks divided by # assignments=x. Fill in Calendar with due dates of missing assignments. E.g. If homework is due Sundays, have makeup work due Thursdays (x assignments/week), or whatever is practical. For online homework, student prints results and attaches it to Study Skills Handout. Scores do not affect original homework score. Due on class meeting after last due date.
* If it is not practical to complete all missing work, have them do some sort of summary assignment. For example, have them correct the exam and turn in corrections.
* If it is not practical to complete all missing work, only assign makeup work for questions they got wrong on the test, to acknowledge what the student does know already.
* Free online assignments (e.g. Khan Academy)/Similar Handout/Assignment. Submit printed results.
* Submit 3 questions from reading/video the following class. Alternatively, submit 3 sentences using vocabulary.

□ **Test Anxiety.** Do you do well on homework/classwork but struggle with exams?

* Completed Practice Exam: Have them do it in a similar context to actual exam (eg timed, if they chew gum during the practice, chew gum during the actual, etc), to help alleviate stress. Grade for completion, due on date of next exam.
* [DSPS](https://laney.edu/dsps/104-2/) counselor signature: If they are running out of time, distracted, etc, ask if they would like to ask DSPS office for accommodations (extra time, distraction reduced setting, etc). Then, just have them get a signature at the bottom of the Study Skills Handout), due in 2 weeks. E-251 (510) 464-3428
* Write what you are anxious about 2 days before the test. Respond to self ☺
* Write what you were worried about on last test, soon after test is administered.

□ **Confidence.** Does the student lack confidence in the subject area?

* Read Growth Mindset article and write how it applies to themselves.
* Discuss [Window of Tolerance](https://peralta4.sharepoint.com/%3Aw%3A/s/supportcoursecop/EYu6WQIP209MpDDOKu0OWmwBzPuyirE5KLgLtAgQD1wRYw?e=ziFFTC) and write how it applies to themselves.
* [Window of Tolerance](https://i.pinimg.com/originals/a1/ab/bb/a1abbb9f7f868b576e8200519d27cd56.jpg) student handout.
* List 3 strengths.
* Create a checklist of all topics learned.
* [Overcoming Obstacles](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/ETvfGMOt2BJDmgmYC2453ZUBIAHd6i68CpNTg7MNeyR-1Q?e=2zFzCJ) Study Skills handout.
* [Thoughts/Feelings/Action Change](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/EdcJn1IICSRFtk5gE8SvnpcBEWjxt-oiitSTTDSSQ6LHzw?e=mrbxcI) Study Skills handout.

□ **Motivation.** Do you feel unmotivated to put in effort? What are your goals? Do you have both short term and long term goals? What are they? Do you know how you are doing in your class? Do you know what you need to do to improve your grade?

* [Goals](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/ES-VQgWaoGdLuyF_7qs-ubIBSqCMX-6YGN1no1kzIQJekQ?e=la9Zmq) Study Skills Handout.
* [How am I Doing](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/ETcFJ5_HyCBPuvYxx6hzpZgB0IrWzo9Lb9B-MmUuemyw8g?e=Kclj3u) Study Skills handout.
* [Overcoming Obstacles](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/ETvfGMOt2BJDmgmYC2453ZUBIAHd6i68CpNTg7MNeyR-1Q?e=2zFzCJ) Study Skills handout.
* [Successful Student](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/ERol2cBQTrpIuvypEHvTxK0BXT6ctcoYOP7ylbQk9nkGpQ?e=q2FRdy) Study Skills handout.

□ **Studying for Exams.** Did you complete Practice Exam/Review before the actual exam? How else did you study? Did you review your last exam and learn the material you missed?

* Completed Practice Exam: Have them do it in a similar context to actual exam (eg timed, if they chew gum during the practice, chew gum during the actual, etc), to help alleviate stress. Grade for completion, due on date of next exam.
* Exam Corrections: Have students write problems on left side of page and solutions on the right. They can fold the paper to cover answers later and use this to study. Due in 1 week.
* Exam Corrections: Have students write problems they got wrong on index cards (questions on one side, answers on the other side). Use to study for Final Exam.
* Student creates a practice exam of problems they struggled on.
* Flashcards/Quizlet etc. Print out Quizlet results and submit with Study Skills Handout.
* Handouts in plastic sleeves: Student writes answers with whiteboard pens, marks incorrect problems, erases, and tries again. Submit paperclipped to Study Skills Handout on date of exam.
* [Be Ready and Exam Prep](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/EWRXIuVQR3hCnE_xfRhrtQcBR1tPWgr7-3WMbTojEs2vOg?e=wSj2IF) Study Skills handout.

□ **Accessing Resources.** Did you get help when you needed it? How? Math Lab/Writing Lab, Instructor office hours, tutor, study group, online, etc.

* [Mini two week Schedule](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EUj_RnjCOXdCuQMpb6urm8IBJuNvyVqO_rSSxSiWpbxPtQ?e=gu9tVI) for Math Lab/Writing Lab/etc.: See table above.
* [Mini two week Schedule](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EUj_RnjCOXdCuQMpb6urm8IBJuNvyVqO_rSSxSiWpbxPtQ?e=gu9tVI) for Study Group, librarian signature.
* Have student ask 1 question per class session, and get your signature at the end of the class via a [mini schedule](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EUj_RnjCOXdCuQMpb6urm8IBJuNvyVqO_rSSxSiWpbxPtQ?e=gu9tVI) (see table above).
* [Mini two week Schedule for Office Hours](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EUj_RnjCOXdCuQMpb6urm8IBJuNvyVqO_rSSxSiWpbxPtQ?e=gu9tVI): See table above.
* Tutor/Instructor signature for reviewing missing prerequisite skills.
* [Support](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/EaaGvSEmpn5EhWpXh0FMD1gBk8W1Sl06VpEy_gq3wczslw?e=jVoQ5m) Study Skills handout.

□ **Memory Issues.** Do you have difficulty with remembering material? Short term or long term?

* [DSPS](https://laney.edu/dsps/104-2/) counselor signature: Ask if they would like to ask DSPS office for accommodations (Formula Sheets/Notes on exams, etc). Then, just have them get a signature at the bottom of the Study Skills Handout), due in 2 weeks. E-251 (510) 464-3428
* Flashcards/Quizlet etc.
* Handouts in plastic sleeves: Student writes answers with whiteboard pens, marks incorrect problems, erases, and tries again.
* Students create their own acronym/alliteration.

□ **Attendance/Tardiness.** Have you missed many classes? How many? Do you usually come late to class? List typical reasons for missing class or being late.

* [Mini two week Schedule](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EUj_RnjCOXdCuQMpb6urm8IBJuNvyVqO_rSSxSiWpbxPtQ?e=gu9tVI): Instructor Signature at the end of class that student was on time. “Do you think you could be on time for the next 2 weeks?”, “Can you set an alarm?”
* [Attendance Study Skills](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/ETw7-6GdWiZBpZON4io8A_8B13WF1eT78SqoQzvM_fFvRw?e=fkgHe0) worksheet.
* [Weekly Study Plan](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EXChcFS-gEVNm_1tNLpmDAYBV32KYuJPjvXGaW4QQD6CAA?e=9WdovI) for problems such as work schedule, etc.
* Photocopy of [Peralta EasyPass](http://web.peralta.edu/studentservices/ac-transit-easypass/) for Transportation issues: If student is enrolled in 6 units or more, they can pick up their Peralta EasyPass for Unlimited AC Transit from the Cashier’s Office A201
* [Be Ready and Exam Prep](https://peralta4.sharepoint.com/%3Ab%3A/s/supportcoursecop/EWRXIuVQR3hCnE_xfRhrtQcBR1tPWgr7-3WMbTojEs2vOg?e=wSj2IF) Study Skills handout.

□ **Distractions.** Do you easily get distracted during class? How about at home? Is it difficult to stay off of your phone/tablet/internet during study time or class time? Do you have side conversations (not class related) during class? Explain.

* [Mini two week Schedule](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EXChcFS-gEVNm_1tNLpmDAYBV32KYuJPjvXGaW4QQD6CAA?e=9WdovI): Instructor Signature at the end of class that student stayed on task/didn’t get on phone/tablet/etc, didn’t have side conversations.
* Students notes: Graded for completion. Due in 2 weeks.

□ **Sleeplessness.** Are you getting enough sleep? About how many hours/night? Is something in particular affecting your sleep (eg work hours/insomnia/etc)? Can you stay focused during class?

* [Weekly Study Plan](https://peralta4.sharepoint.com/%3Ax%3A/s/supportcoursecop/EXChcFS-gEVNm_1tNLpmDAYBV32KYuJPjvXGaW4QQD6CAA?e=ojkQhs) to include sleep schedule.
* Signature from on campus medical Assistant, Aimee Cruz, due in 2 weeks.

□ **Personal Issues.** Can you identify any personal issues that may have contributed to your score? E.g. housing, health, childcare, transportation, eyesight, etc.

* Counselor Signature: Counselors have referrals to housing, childcare, food, and transportation resources. Bottom of Study Skills Handout. Tower 3rd Floor (510) 464-3152. Appointment can be scheduled online (<https://laney.edu/counseling>), due in 2 weeks.
* Signature from on campus medical Assistant, Aimee Cruz, due in 2 weeks.
* Signature from campus nurse, Indra Thadani. Free eye exams and cheap glasses from Stanford!! Due in 2 weeks.
* Signature from mental health services, Lisa Sawadogo, LPCC, due in 2 weeks.
* Weekly Study Plan with meal schedule for students who come hungry to class (esp. for evening classes).
* [Tech Exchange](https://www.techexchange.org/) Signature for tech access issues. Free laptops, cheap data plans.
* [ROC](https://laney.edu/restoringourcommunities/about/) (Restoring Our Communities) signature for Formerly Incarcerated.

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**https://laney.edu/health\_center/**

**Health Services Coordinator/College Nurse**
Indra Thadani
RN, MS
Email: ithadani@peralta.edu
Phone: (510) 464-3516

**Laney Wellness Center I**

Laney Tower Building T250

Monday: 9:00 am – 5:00 pm
Tuesday: 8:30 am – 3:30 pm  (Mon-Wed by appt only: 6:00 pm – 8:00 pm)
Wednesday: 8:00 am – 5:00 pm
Thursday: 8:30 am – 3:30 pm

Phone: 510 464-3516 (Nurse) or 510 464-3332 (Front Desk)

* **First aid, burns, cuts, abrasions falls**
* **Medical Supplies** (Motrin, aspirin, extra strength Tylenol, antacids, condoms, feminine products, Band-Aids, Face Masks, Cough Drops, Vitamin C)
* **Eye Exam Voucher**
* **Pregnancy Testing**
* **Dental resources**
* **Other health topics upon request.**

**Acupuncture/Massage**

Thursdays: 9:00 am – 5:00 pm
Acupuncturist:
Hillary 9:00 am – 1:00 pm
Martha 1:00 am – 5:00 pm

Please schedule online at <http://ccacu.net/>

**Lactation Room**

When the wellness center opens.

#### Laney Wellness Center II

Student Center 4th floor – SC410
Opens in semesters.

Monday – Thursday: 8:30 am – 4:30 pm.

**Medical Assistant**:

Aimee Cruz (Monday – Thursday)

**Nurse Practitioner**:

SMU (Monday)
Gina Robinson-Osler, FNP, Phd (Tuesday and Wednesday)
Georgina Grimm, MSN, FNP (Thursday)

* **First aid, burns, cuts, abrasions falls**
* **Nurse practitioner visit**
* **HIV Testing TBA**
* **TB Testing (Tuesdays only)**
* **Pap Smears**
* **Family Planning**
* **Flu Shots (Seasonal)**
* **Some prescriptions**
* **Respond to emergencies**
* **Medical Supplies** (Motrin, aspirin, extra strength Tylenol, antacids, condoms, feminine products, Band-Aids, Face Masks, Cough Drops)

**Medi-Cal – Enrollment into CAL Fresh (food stamps) and Covered CA**

Health Navigator: Keyla @510 464-3119

Wednesday: 8:30 am – 4:30 pm

**Laney College Food Bank**

1st and 3rd Tuesday: 2-4pm

Laney Student Center

510-464-3188

## *****Mental Health Services*****

Student Center 4th floor – 414)

Monday – Thursday: 8:30 am – 4:30 pm
Call: Lisa Sawadogo, LPCC @510 464-3535

**Other Services:**

* LGBTQIA+ support

****[Basic Needs: Helping Students Enroll in CalFresh](https://biteable.com/watch/basic-needs-helping-students-enroll-in-calfresh-1960558/0bec73380dd27bd8b1af9e77275ae85b0b220e01) on [Biteable](https://biteable.com/).

###### PROGRAM STAFF

###### DACA Resources

###### [Immigration Advocates Network](https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?&state=CA&national=0&county=0,6705&legalArea=&legalService=&nonLegalService=&interestArea=&population=&legalNetwork=&language=&detentionFacility=&text=&zip=94607&interpreting=0)

###### [Immigration Resources for Teachers and Educators](https://www.ilrc.org/immigration-resources-teachers-and-educators)

###### National Organizations

###### – [United We Dream](https://unitedwedream.org/)

###### – [Immigration Legal Resource Center](https://www.ilrc.org/technical-assistance)

###### – [National Immigration Law Center](https://www.nilc.org/)

###### – [National Immigration Legal Services Directory](https://www.immigrationadvocates.org/nonprofit/legaldire%20ctory/search?state=CA)

###### California Organizations

###### – [California Rural Legal Assistance](https://www.crlaf.org/daca)

######  – [Chancellor’s Office](http://www.cccco.edu)

###### – [Educators for Fair Consideration](https://e4fc.org/resources)

###### – [Mission Asset Fund](https://missionassetfund.org/lending-circles-for-dreamers/%20Takeaw)

###### Focus

###### A. H. Maslow (1943)Originally Published in Psychological Review, 50, 370-396.