

DATE: January 5, 2009  
TO: **All Faculty**  
FROM: Olivia Veloz, Director of Academic Support Programs and Services  
SUBJECT: Skills Center Services for Spring 2009



## Welcome!

The Skills Center staff welcomes you to the spring 2009 semester! If you are not yet familiar with our services, let me help you discover how the Skills Center can **help your students succeed!** We have a wide range of software, audio, and print materials to improve many academic skills. We also have professional and knowledgeable staff that look forward to working with you to provide **supplemental assistance or materials and activities** your students need for your course this term.

## What We Offer!

**Your Students** can improve all these academic skills in the Skills Center:

- **READING:** Speed, comprehension, vocabulary
- **LEARNING STRATEGIES:** Note-taking, time-management, study behavior
- **CRITICAL THINKING:** Logic, analysis, interpretation
- **WRITING:** Correctness, prewriting, organization, development, research format, keyboarding skills.
- **TEST-TAKING:** Preparation, task analysis, test-wiseness.
- **LANGUAGE:** Foreign languages and ESL (read, spoken and written)

**You** can use the Skills Center for these services:

- **REFERRALS:** Refer your students for improvement in academic skills to help them pass your class.
- **MAKE-UP-TESTS:** We will administer make-up exams for students who missed your in-class test. See website for more information: [skillscenter.fullcoll.edu](http://skillscenter.fullcoll.edu)
- **STUDY BEHAVIOR INVENTORY:** Helps students see how to study smarter, eliminating the pitfalls that often prevent academic success.
- **MONTHLY STUDENT LAB USE REPORTS:** For all classes with required lab attendance (and for any other class at your request), we will provide a monthly list of students and their accumulated lab time.

**Coming Soon!**  
The ESL Pronunciation Lab  
and  
The Reading Corner

## New to Our Center!

**New Software for ESL Students** has been purchased. Please contact David Cook to schedule an appointment to review our new software:

- **Advanced Listening** is a strategy-based listening software for advanced ESL/EFL students built around authentic lectures from Stanford University.
- **The Writer's Resources CD-ROM** may be used by ESL and Developmental English classes. It is an interactive multimedia program that teaches all aspects of grammar and writing.
- **Penguin Active Reading and CD-ROMs** have been purchased to enhance our current collection. We have added 18 new Penguin Active Reading books that are supported by an interactive **CD-Rom** containing additional activities and the complete audio recording.
- **New Monthly Newsletter Subscriptions** have been purchased for your students reading enjoyment: "Easy English Times" and "News for You" are monthly publications that encompass worldwide current events for English language learners and include comprehension learning activities for your students to complete during their lab visits.

(continued)

## Most Commonly Asked Questions and Answers

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### *How can my students use the lab?*

- They can drop in whenever we are open. (Student I.D. is required.) You can access the “Skills Center Lab Requirements” form on our website (under “All Students Lab”) at [skillscenter.fullcoll.edu](http://skillscenter.fullcoll.edu) .
- Why not make Skills Center lab use a class requirement? We have many programs and activities that can improve one or more of your students’ academic skills. We can work with you to arrange student tasks and your periodic reports of lab use. Simply call us at ext. 27144.
- See our online orientation. You and your students can access the Skills Center web site (under “Orientation.”) at [skillscenter.fullcoll.edu](http://skillscenter.fullcoll.edu) .

### *May students use the Skills Center when class is canceled or dismissed early?*

Sorry, but no. The State cannot pay us for time students spend in the Center if they are scheduled to be in a class during that same time.

### *Where are we located?*

On the Ground floor, west side of the Library and Learning Resource Center.

### *When are we open?*

MONDAY - THURSDAY	FRIDAY	SATURDAY
7:30 a.m. - 9:00 p.m.	7:30 a.m.-4:00 p.m.	10:00 a.m.-2:00 p.m.

### *How can you contact us?*

Call us at 992-7144, stop by the Skills Center, or email us at [skillscenter@fullcoll.edu](mailto:skillscenter@fullcoll.edu).