**Academic Resource Center**

**Lower Division Academic Recovery Information Session**

When:  
- Tuesday, January 26th from 3:15 p.m. - 4:00 p.m.  
- Wednesday, January 27th from 12:00 p.m. – 12:45 p.m.  
- Thursday, January 28th from 3:15 p.m. - 4:00 p.m.  
- Friday, January 29th from 12:00 p.m. – 12:45 p.m.

Location: Academic Resource Center, B1215  
Contact: Amy Comparon, arc@govst.edu

Are you a freshman or sophomore and have been placed on Academic Probation? This information session is an overview of the Lower Division Academic Recovery Program and gives students insight on what they need to know to be successful. All lower division academic recovery students are required to attend.

**Campus Resources**

When: Tuesday, February 9th from 3:15 p.m. – 4:15 p.m. & Wednesday, February 10th from 3:15 p.m. – 4:15 p.m.

Location: Academic Resource Center, Room B1215  
Contact: Marcin Kuruc at mkuruc@student.govst.edu

Description: Come and see the free services that GSU has to offer to help you be successful in your academic career.

**Building on Strengths and Weaknesses**

When: Tuesday, February 23rd from 3:15 p.m. – 4:15 p.m. & Wednesday, February 24th from 3:15 p.m. – 4:15 p.m.

Location: Academic Resource Center, Room B1215  
Contact: Marcin Kuruc at mkuruc@student.govst.edu

Description: How are you doing in your courses? Do you struggle? What seems to be working and not working? Let’s talk about how we can change weaknesses into strengths!

**Save My Semester**

When: Tuesday, March 22nd from 6:00 p.m. – 7:00 p.m.; Wednesday, March 23rd from 1:30 p.m. – 2:30 p.m.; Thursday, March 24th from 3:15 p.m. – 4:15 p.m.; & Friday, March 25th from 11:30 p.m. – 12:30 p.m.

Location: Academic Resource Center, B1215  
Contact: Marcin Kuruc at mkuruc@student.govst.edu

Save My Semester is designed to assist GSU students who may not meet his or her academic goals by midterm. The workshop focuses on helping students self-identify distractions and challenges, develop an action plan to get back on track, set goals, and learn about GSU policies. Students will be provided with additional resources to help achieve their newly created goals. Please register at [https://www.surveymonkey.com/r/SMSSPRING2016](https://www.surveymonkey.com/r/SMSSPRING2016) to reserve a seat.

**Study Skills with Patrick**

When: Monday February 8th from 6:00 p.m. – 7:00 p.m.; Tuesday, February 23rd from 6:00 p.m. - 7:00 p.m.; Wednesday, March 9th from 3:00 p.m. – 4:00 p.m.; Monday, March 28th from 3:00 p.m. – 4:00 p.m.; Tuesday, April 12th from 3:00 p.m. – 4:00 p.m.; & Monday, April 25th from 6:00 p.m. – 7:00 p.m.

Where: ARC Workshop Room, B1215  
Contact: Patrick McGlynn at pmcglynn@student.govst.edu

Description: A workshop on study skills and test taking strategies. This workshop is helpful to those preparing for multiple choice and standardized exams. Please register at [https://www.surveymonkey.com/r/Y6ML8GW](https://www.surveymonkey.com/r/Y6ML8GW) to reserve a seat.
Career Services
Preparing for and Getting the Best out of Career Fairs
When: Thursday, March 10, 2016
Location: Room B2200, 3:00-4:00 p.m.
Contact: Cynthia Staples, Recruitment Coordinator, cstaples@govst.edu
The Career Fair Preparation Workshop is designed to help students prepare to speak professionally to employers regarding potential internship and job opportunities.

2016 Spring Career and Internship Fair
When: Thursday, April 14, 2016
Location: CPA Lobbies, Hall of Governors, Engbretson Hall, Hall of Honors, 2:00-5:00 p.m.
Contact: Cynthia Staples and OCS Staff, cstaples@govst.edu
The Spring Career and Internship fair is designed to connect employers with students, alumni and community in a variety of academic majors including Business and Public Administration, Communication, Technology, Addiction Studies, and Education who are interested in pursuing potential internship and job opportunities.

Center for Online Teaching & Learning (COTL)
Blackboard Orientation
When: Tuesday January 19, 2016 from 3:00 p.m. - 4:00 p.m.
Where: TBD
Contact: Douglas Johnson 708.235.7698
Confused about how to use Blackboard to complete course work? Have questions about the Discussion Board? Not sure how to submit an assignment? This orientation will give a better understanding of how to use Blackboard and whom to contact if you have questions.

Blackboard Orientation
When: Thursday, January 21, 2015, from 3:00 p.m. - 4:00 p.m.
Where: TBD
Contact: Douglas Johnson 708.235.7698
Confused about how to use Blackboard to complete course work? Have questions about the Discussion Board? Not sure how to submit an assignment? This orientation will give a better understanding of how to use Blackboard and whom to contact if you have questions.

Counseling Center
The GSU Student Counseling Center provides outreach and prevention programs on a variety of mental health topics. To schedule a brief 10-15 minute classroom visit or mental health outreach presentation, please complete the request form by clicking here: http://www.govst.edu/outreach-request/.

Library Services
Intro to Library Catalog and Databases
When: Thursday, January 28th, from 11:00am to 12:15pm & 2:00pm to 3:15pm; Friday, January 29th, from 1:00pm – 2:15pm; Monday, February 1st, from 12:00pm – 1:15pm & 3:00 pm – 4:15pm; Tuesday, February 2nd, from 12:30pm to 1:45pm; Wednesday, February 3rd, from 3:00pm to 4:15pm; & Friday, February 5th, from 1:00pm – 2:15pm.
Student Success Calendar  
Spring 2016

Location: Library Room D2401-B  
Contact: Linda Geller, lgeller@govst.edu  
Contact: Check the Library Workshop Schedule for time or location changes

This is an introduction to searching the I-Share Library Catalog for books, e-books, reserves and requesting books from other libraries. We will also introduce selecting and searching databases for journal articles. Bring your GSU OneCard to the workshop.

**Intro to Microsoft Excel**  
When: Wednesday, February 10th, from 10:00am to 12:00pm  
Location: Library Room D2401-B  
Contact: Diane Nadler, dnadler@govst.edu  
Contact: Check the Library Workshop Schedule for time or location changes

This is an introduction to using basic features and functions of Microsoft Excel spreadsheet software.

**Intro to Microsoft Word**  
When: Wednesday, February 10th, from 2:00pm to 3:00pm  
Location: Library Room D2401-B  
Contact: Jacklyn Egolf, jegolf@govst.edu  
Contact: Check the Library Workshop Schedule for time or location changes

This is an introduction to using basic features and functions of Microsoft Word word processing software.

**Intro to Microsoft PowerPoint**  
When: Wednesday, February 10th, from 3:15pm to 4:15pm  
Location: Library Room D2401-B  
Contact: Larissa Smith, lsmith14@govst.edu  
Contact: Check the Library Workshop Schedule for time or location changes

This is an introduction to using basic features and functions of Microsoft PowerPoint presentation software.

**Using EndNote for Research Papers**  
When: Tuesday, February 16th, from 2:00pm to 3:00pm  
Location: Library Room D2401-B  
Contact: Swati Wagh, swagh@govst.edu  
Contact: Check the Library Workshop Schedule for time or location changes

Learn how to use EndNote citation management software to gather information from databases, format citations and bibliographies, and insert references in Microsoft Word.

**PowerPoint Visual Tricks**  
When: Wednesday, February 17th, from 3:15pm to 4:15pm  
Location: Library Room D2401-B  
Contact: Larissa Smith, lsmith14@govst.edu  
Contact: Check the Library Workshop Schedule for time or location changes

This session covers transitions and animations. Prerequisite: basic PowerPoint skills.

**APA Citations for Library E-Books and Database Articles**  
When: Thursday, March 10th, from 12:00pm – 12:45pm & 2:00pm – 2:45pm  
Location: Library Room D2401-A  
Contact: Linda Geller, lgeller@govst.edu  
Contact: Check the Library Workshop Schedule for time or location changes

We will review examples of APA reference list citations specifically for GSU Library e-books and database journal articles.
SciFinder Database
When: Tuesday, March 22nd, from 2:00pm to 3:00pm
Location: Library Room D2401-B
Contact: Swati Wagh, swagh@govst.edu
Contact: Check the Library Workshop Schedule for time or location changes
Learn how to search SciFinder, the most comprehensive database for the chemical literature, indexing journal articles, patent records, other document types, as well as chemical substances and reactions.

Writing Center
Winning Essays for Scholarships and Graduate School Admission
When: Friday, February 5, 2016 from 12:00-1:00 p.m.
Location: ARC Workshop Room, B1215
Contact: No Registration Necessary: Othman O’ Malley (708) 235-7337
Are you thinking about applying for a scholarship? Need to write an essay for admission to graduate school? Boost your chances with a winning essay. Showcase your strengths and talents so the selection committee will be certain that you are the best choice. This workshop will offer the “dos and don’ts” for writing a good essay, help you develop a plan, and provide sources for further one-on-one help during the process.

Writing Responses, Reflections, Essays, and Strong Discussion Board Posts
When: Friday, February 12, 2016 from 12:00-1:00 p.m.
Location: ARC Workshop Room, B1215
Contact: No Registration Necessary: Othman O’Malley (708) 235-7337
Boost the power of your more “informal” class writing with this workshop. Discussions of the resources available, plans for approaching the writing, and ways to power them up will lead to making your contributions really count.

Finding your Focus
When: Friday, February 19, 2016 from 12:00-1:00 p.m.
Location: ARC Workshop Room B1215
Contact: No Registration Necessary: Othman O’Malley (708) 235-7337
Finding exactly what you want to write about and understanding why you want to write about are both important. Putting that information into writing is a key part of a successful piece of writing. In this session, we will discuss arriving at and writing a focus statement.

Organizing your Writing
When: Friday, February 26, 2016 from 12:00-1:00 p.m.
Location: ARC Workshop Room B1215
Contact: No Registration Necessary: Othman O’Malley (708) 235-7337
Shaping your writing in a way that is easy for the reader to follow will make your writing more effective. This workshop will help you determine where your own writing might “go off the path” and guide you toward organizing your work in the best manner possible.

Supporting your Ideas
When: Friday, March 4, 2016 12:00-1:00 p.m.
Location: ARC Workshop Room B1215
Contact: No Registration Necessary: Othman O’Malley (708) 235-7337
Giving your reader enough information to understand and believe what you are saying is very important. This workshop will discuss the elements of successful writing: giving definitions of specialized language, providing examples that make a point, and perhaps even relying on outside sources to support what your work.
Style and Mechanics
When: Friday, March 11, 2016 from 12:00 to 1:00 p.m.
Location: ARC Workshop Room B1215
Contact: No Registration Necessary: Othman O’Malley (708) 235-7337
One of the ways that readers determine that a writer is “reliable” and “educated” is grammatically correct writing. This workshop will provide methods for proofreading your work to find and correct these kinds of errors in your writing.

APA Research Paper: Four Workshop Series (Writing Center)
The Research Paper: Getting Started
When: Tuesday, January 26, 2016 from 7:00-8:00 p.m.; Wednesday, March 2, 2016 from 7:00-8:00 p.m.; & Thursday, April 7, 2016 from 7:00-8:00 p.m.
Location: ARC Workshop Room, B1215
Contact: No Registration Required: Danielle Gilmore (708) 235-7337
Make a plan and make the grade! This workshop will show you how to find the resources that you need to write an almost stress-free research paper. Included will be discussions of analyzing the assignment to make certain your paper is on target; APA documentation styles and where to find the templates and information that make it so much easier; and the importance of developing a focus statement to make organizing the paper a snap.

Mastering APA Documentation Style
When: Tuesday, February 2, 2016 from 7:00- 8:00 p.m.; Wednesday, March 9, 2016 from 7:00-8:00 p.m.; & Thursday April 14, 2016 from 7:00-8:00 p.m.
Location: ARC Workshop Room, B1215
Contact: No Registration Necessary; Danielle Gilmore (708) 235-7337
From templates to make formatting a snap, crediting sources in your paper, to following rules about contractions, this workshop will help you navigate APA formatting and style. If APA makes you nervous, come to this workshop!

The Research Paper: How to Use Your Sources without Plagiarizing: Paraphrasing without Pain
When: Tuesday, February 9, 2016 from 7:00 until 8:00 p.m.; Wednesday, March 16, 2016 from 7:00-8:00 p.m.; & Thursday, April 21, 2016 from 7:00-8:00 p.m.
Location: ARC Workshop Room, B1215
Contact: No Registration Necessary; Danielle Gilmore (708) 235-7337
Paraphrase your sources so that you don’t plagiarize, as well as show you how to credit each source properly. Included will be discussion of plagiarism and ways to make absolutely certain that you avoid it, and the easiest way to properly format your Reference Page.

The Research Paper: Finishing Touches
When: Tuesday, February 16, from 7:00-8:00 p.m.; Wednesday, March 23, 2016 from 7:00-8:00 p.m.; & Thursday, April 28, 2016 from 7:00-8:00 p.m.
Location: ARC Workshop Room, B1215
Contact: No Registration Necessary; Danielle Gilmore (708) 235-7337
Almost finished with your research paper, but not quite? This workshop will show you what to look for to make certain that you submit a winning paper; an editing checklist to show you what to look for and resources to provide knowledgeable revision suggestions will be offered.