



The  
Learning  
Centre

The Learning Centres and Library Services present

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# Your Guide to Learning Services and Workshops

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## Fall 2021

The **Learning Centres** and **Library Services** are proud to offer this comprehensive listing of services and workshops for KPU students.

The services outlined in this booklet are **FREE** for all KPU students.

# VISION 2023 »»»

The **KPU VISION 2023** Academic Plan declares a commitment to enhancing student success, advancing teaching practices, and supporting international student success and retention. The Learning Centre works to further these goals by providing wide-ranging learning and support services. These services promote academic and digital literacy by means of diverse teaching practices, including live and independent online workshops. The collaborative space of the Learning Centres also facilitates high levels of international students engagement, due in part to its effective support services and rewarding work opportunities.

## Feedback

Your comments about, and suggestions for, the Learning Services Workshop Guide are welcome. Please feel free to provide feedback via email to:

→ [tlconline@kpu.ca](mailto:tlconline@kpu.ca)

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ACCT/  
BUQU/ECON

Peer Tutor

Dave

Book an appointment  
online at [tlc.kpu.ca](http://tlc.kpu.ca)



# TLC Services

## Learning Strategist Consultations

Learning Strategists are available on all campuses and offer students an opportunity to:

- » Develop a personalized learning profile and study plan for academic success
- » Learn more about individual strengths and weaknesses
- » Improve note-taking skills to allow for better retention of information
- » Develop time management & organizational skills
- » Learn how to cope with distractions and improve concentration
- » Learn strategies to remember many facts and formulas
- » Find ways to increase processing speed and memory capacity
- » Increase academic vocabulary
- » Develop strategies for working with sequences and visual patterns
- » Learn how to stay motivated and focused
- » Develop better test taking strategies
- » Learn how to reduce test anxiety
- » Become a more efficient reader and/or writer
- » Learn how to self-advocate and seek helpful resources at KPU

Learning Strategists also consult with academic faculty to provide assistance in learning approaches or strategies for working with a broad range of students. Working with the Learning Centre staff and tutors, they also offer workshops on request or as part of the Learning Centre programs designed to promote learning excellence. Learning Strategists work as partners and can help in the planning, implementation and delivery of certain aspects of courses including curriculum development.

### Laura Aguilera

📍 Richmond/Surrey  
📞 604.599.3008  
✉ [laura.aguilera@kpu.ca](mailto:laura.aguilera@kpu.ca)

### Marti Alger

📍 Surrey/Cloverdale  
📞 604.599.2436  
✉ [marti.alger@kpu.ca](mailto:marti.alger@kpu.ca)

### Alice Macpherson & Christina Page

📍 All campuses  
✉ [alice.macpherson@kpu.ca](mailto:alice.macpherson@kpu.ca)  
✉ [christina.page@kpu.ca](mailto:christina.page@kpu.ca)

### Kim Tomiak

📍 Langley/Surrey  
📞 604.599.3457  
✉ [kim.tomiak@kpu.ca](mailto:kim.tomiak@kpu.ca)

### Adam Vincent

📍 Surrey/Langley  
📞 604.599.3117  
✉ [adam.vincent@kpu.ca](mailto:adam.vincent@kpu.ca)

### Peter Walsh

📍 Richmond  
📞 604.599.3167  
✉ [peter.walsh@kpu.ca](mailto:peter.walsh@kpu.ca)

## Academic Skills Development

Check out our programs for students success. Access self-help resources such as learning aids, interactive workshops, and videos that provide guidance and instruction on a range of academic skills. Additionally, our workshops led by faculty, staff, and tutors are outlined in this booklet.

## Peer Tutoring

Peer tutors are highly trained KPU students who provide a wide range of subject area tutoring and writing support across the disciplines. You can book a face-to-face or online appointment at [tlc.kpu.ca](http://tlc.kpu.ca)

Tutors are available at all campuses and can provide support for the following:

Accounting	English Writing	Mahara
Anthropology	Entrepreneurial Leadership	Mandarin
Astronomy	ESL Speaking	Marketing
Biology	Fashion	Mathematics
Business	Fine Arts Digital Media	Music
Business Math	French	Philosophy
Business Statistics	Geography	Physics
Chemistry	History	Political Science
Communications	Horticulture	Psychology
Computer Information Systems	Human Anatomy	Reading
Computer Science	Human Resources Management	Sociology
Computer-Aided Design	Interior Design	Spanish
Criminology	Japanese	Statistics
Economics	Learning Strategies	Study Skills
English	Legal Administrative Studies	Writing
English as a Second Language	Linguistics	

## We're connected!

### Faculty support in the Learning Centres.

Each semester the English Department and the Faculty of Academic and Career Preparation provide the services of instructors who help to train and mentor our writing tutors, and who tutor students themselves.

The *Mathematics Department* also support Math development in the Learning Centre through a variety of math instructors who also meet with our tutors and assist students who come for help.

### Office Hours in the Learning Centre

The Learning Centres welcome faculty who wish to host office hours to assist their students. Instructors from our seven Faculties can be found in various Learning Centres across campuses, supporting students and tutors.

If you are an instructor who wishes to offer office hours in our flexible and supportive environment, please feel free to contact your local Learning Centre.

# How to Register for a Workshop

To register for an Academic Skills Workshop, please follow the steps below:

1

Go to → [kpu.ca/learningcentres](https://kpu.ca/learningcentres) to sign up

2

Whether you need a tutor, peer group study session, a Saturday workshop on biology or accounting, or drop-in math guidance, you'll find it at KPU's four Learning Centres. This is where you can find free individual help, programs focusing on topics such as developing stellar study habits, and one-to-one and small-group tutoring with 100 peer tutors and academic coaches to choose from. You can also sign up for mentoring services and online writing assistance from home, work, or school, plus read helpful print and online resources organized by subject, such as budgeting time, effectively using flash cards, and banishing procrastination.



Select **Check Out Our Workshops** on the main page

3



Click to **view upcoming workshops**.

4

Click on the desired **workshop to register**. ✓

# Academic Skills Workshops Fall 2021

The Learning Centers provide a range of free workshops which help you develop skills and strategies to enhance your learning.

Date	Time	Workshop Title
Wednesday, Sept 15	8 - 9:00am	10 Tips for Learning Online
Wednesday, Sept 15	10:30 - 11:30am	Time Management Strategies
Thursday, Sept 16	10:00 - 11:00 am	10 Tips for Learning Online
Friday, Sept 17	12:00 - 1:00 pm	Excel Basics
Tuesday, Sept 21	1:30 - 2:30 pm	Reading Texts and Taking Notes
Wednesday, Sept 22	10:00 - 11:00 am	Writing Right in Biology
Thursday, Sept 23	1:00 - 2:00 pm	Time Management for Online Learners
Thursday, Sept 23	10:30 - 11:30 am	University Essays - First Steps
Friday, Sept 24	12:00 - 1:00 pm	Excel - Intermediate Skills for University Students
Tuesday, Sept 28	9:00 - 10:00 am	Time Management Strategies
Tuesday, Sept 28	1:30 - 2:30 pm	Master Your Memory
Tuesday, Sept 28	1:00 - 2:00 pm	Note Taking and Summarizing
Wednesday, Sept 29	10:30 - 11:30 am	Say "No" to Procrastination

Date	Time	Workshop Title
Wednesday, Sept 29	9:00 - 10:00 am	Preparing for Tests and Exams
Wednesday, Sept 29	11:00 am - 12:00 pm	Writing Right in Biology
Friday, Oct 1	9:00 - 10:00 am	Writing Mini Boot Camp: University Essays - First Steps
Friday, Oct 1	10:30 - 11:30am	Writing Mini Boot Camp: Quote, Paraphrase, and Summarize
Monday, Oct 4	11:30 am - 12:30 pm	Preparing for Open Book Exams
Tuesday, Oct 5	1:30 - 2:30 pm	Time Management Strategies
Tuesday, Oct 5	2:00 - 3:00 pm	Master Your Memory
Wednesday, Oct 6	10:30 - 11:30 am	Team Processes & Progress
Wednesday, Oct 6	1:30 - 2:30 pm	Team Processes & Progress
Wednesday, Oct 6	9:00 - 10:00 am	Writing Right in Biology
Thursday, Oct 7	1:30 - 2:30 pm	Quote, Paraphrase, and Summarize
Thursday, Oct 7	1:30 - 2:30 pm	Exam Preparation Strategies
Friday, Oct 8	9:00 - 10:00am	Writing Mini Boot Camp: 7 Steps to Organizing Your Ideas
Friday, Oct 8	10:30 - 11:30am	Writing Mini Boot Camp: 5 Steps to Writing a Paraphrase
Tuesday, Oct 12	11:00 am -12:00 pm	Writing Right in Biology
Wednesday, Oct 13	10:30 - 11:30 am	Reading Texts and Taking Notes

Date	Time	Workshop Title
Thursday, Oct 14	1:30 - 2:30 pm	Write in Your Own Words
Thursday, Oct 14	10:00 - 11:00 am	Time Management for Online Learners
Friday, Oct 15	11:00 am - 12:00 pm	Preparing Online Presentations
Friday, Oct 15	1:00 - 2:00 pm	Creating Good Habits, Breaking Bad Ones and Managing Time
Tuesday, Oct 19	1:30 - 2:30 pm	Say “No” to Procrastination
Wednesday, Oct 20	1:30 - 2:30 pm	Master Your Memory
Thursday, Oct 21	10:30 - 11:30 am	Get Past Writer’s Block
Thursday, Oct 22	9:00 - 10:00 am	Stay Motivated in Your Online Learning
Wednesday, Nov 3	9:00 - 10:00 am	Preparing for Tests and Exams
Thursday, Nov 4	2:00 - 3:00 pm	Preparing for Open Book Exams
Tuesday, Nov 9	10:30 - 11:30 am	Master Your Memory
Wednesday, Nov 17	11:00 - 12:00 pm	Preparing for Open Book Exams
Wednesday, Nov 24	10:30 - 11:30 am	Exam Preparation Strategies

For the most updated information visit our website  
→ [kpu.ca/learningcentres/upcoming-workshops](https://kpu.ca/learningcentres/upcoming-workshops)

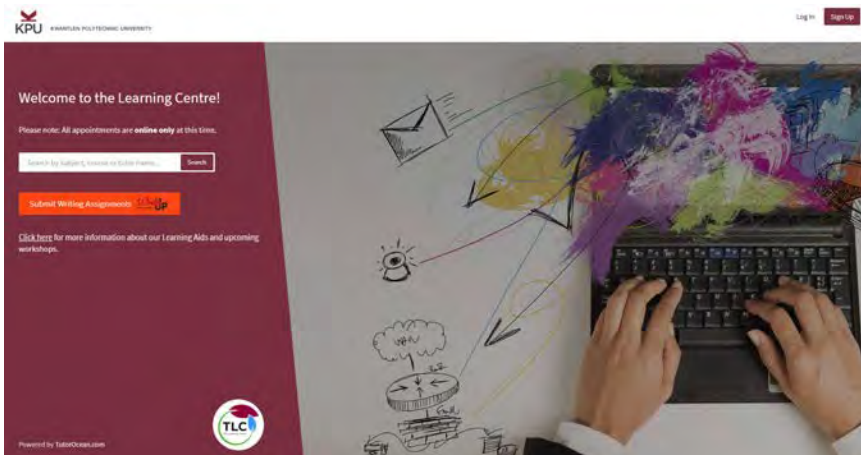
# How to Book a Peer Tutor



Book an appointment with a peer tutor for more explanation related to course concepts.

Book an appointment with a Learning Strategist for issues related to your study skills.

1. Visit **tlc.kpu.ca** to sign up
2. Search for a **Tutoring Subject** or a **Tutor's Name**
3. Select “**View Profile**” of your chosen tutor
4. Select “**Book a Session**”
5. Select a **Time**
6. Select “**Book Session**”
7. Fill in the appointment details in the form
8. Log into **tlc.kpu.ca** on the day and time of your appointment to join the online session.
9. Watch this video to learn more on how to prepare yourself for the online session: **kpu.ca/online-tutoring**



# How to Get Writing Help

We provide KPU students with access to online writing feedback services through WriteUp and WriteAway. These services allow KPU students to submit writing assignments online to receive written feedback from a trained writing tutor within 2-3 business days. Follow the steps below to get writing help:



## STEP 1

Visit **tlc.kpu.ca** and log in with your student number and KPU password

## STEP 2

Click on “**Submit writing assignment here**”

## STEP 3

Click on “**Request Assignment Help**”

## STEP 4

Fill in the required information, attach the assignment and then click “**Submit**”



## STEP 1

Go to **writeaway.ca/connect** and select “**KPU**” from the list

## STEP 2

Select “**Submit your Assignment**”

## STEP 3


Fill in the required information, **upload your assignment** and **submit**



## Contact information

→ [kpu.ca/learningcentres/contact-us](https://kpu.ca/learningcentres/contact-us)

Chat with us:

 [kpu.ca/learningcentres](https://kpu.ca/learningcentres)



[tlcsurrey@kpu.ca](mailto:tlcsurrey@kpu.ca)  
[tlcrichmond@kpu.ca](mailto:tlcrichmond@kpu.ca)  
[tlclangley@kpu.ca](mailto:tlclangley@kpu.ca)  
[tlccloverdale@kpu.ca](mailto:tlccloverdale@kpu.ca)



604.599.2437  
604.599.3454  
604.599.3444  
604.598.6062

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Richmond  
Langley  
Tech

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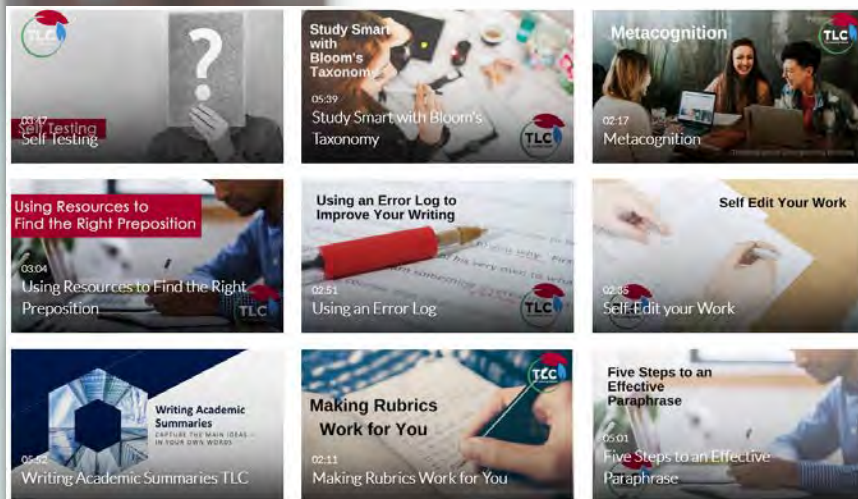


[instagram.com/TLCKPU](https://instagram.com/TLCKPU)



[twitter.com/TLCKPU](https://twitter.com/TLCKPU)





## Can't find what you want here?

Go online and check out some of our online video tutorials! Check out our YouTube channel at:  
[bit.ly/3fbU8OJ](https://bit.ly/3fbU8OJ)





# YOUR FIRST SEMESTER

## in 13 Weeks

Your first semester will be filled with new experiences and learning opportunities, and you should aim to do the best that you can throughout the semester. This site has been specially prepared to help you stay on track. Just click on the weeks to see what skills, resources, events, and information, you should be familiar with at every point during the semester.



**CLICK HERE AND GET STARTED:**

**[kpu.ca/learningcentres/first-13-weeks](https://kpu.ca/learningcentres/first-13-weeks)**



Don't hesitate to book an appointment with a Learning Strategist if you need more clarifications: **[tlc.kpu.ca](https://tlc.kpu.ca)**

# KPU 101

## Thriving in Action

### Dates

9:00 - 11:00 am | 10 weeks x 2 hours per week



**REGISTER HERE**

**[kpu.ca/learningcentres/kpu-101-thrive-action](https://kpu.ca/learningcentres/kpu-101-thrive-action)**

Thriving in Action is a course that has been proven to enhance student well-being, confidence and competence in managing university studies successfully.

### Key Content

- » Awe & Meaningfulness
- » Sense of Belonging
- » Character Strengths
- » Curiosity & Creativity
- » Gratitude
- » Grit
- » Group Work
- » Growth Mindset
- » Intentionality
- » Micro-Resilience
- » Note-Taking
- » Optimism
- » Self-Compassion
- » Studying
- » Test-Taking & Feedback
- » Willpower & Habits

For more information, visit **[kpu.ca/tlc](https://kpu.ca/tlc)**.



# Self-Help Resources

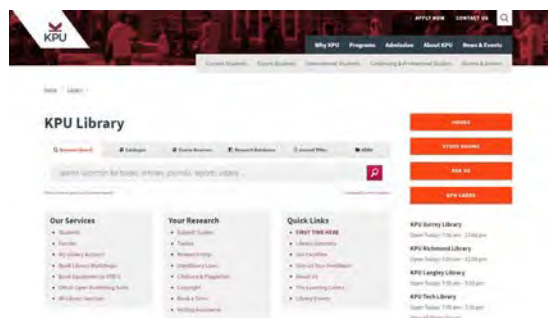
## Learning Centres Website



The Learning Centres website provides students with access to a wide range of learning resources and services. Through this website, students can book a face-to-face or online tutor, schedule a session with a Learning Strategist, learn more about upcoming academic workshops, and access supplementary Learning Aids.

→ [kpu.ca/learningcentres](https://kpu.ca/learningcentres)

## Library website



The Library website supports university programs and initiatives by providing access to a wealth of scholarly resources in electronic and print formats. The Library is at the centre of academic learning and offers a wide range of services to help you achieve your learning goals.

→ [kpu.ca/library](https://kpu.ca/library)

## Online Self-Paced Resources

### University 101

By taking the time to read this book and work through the exercises included, you are investing in the skills that will support you in all of your classes and future learning.

→ [kpu.pressbooks.pub/studystrategiesucceed](https://kpu.pressbooks.pub/studystrategiesucceed)



### Learning to Learn Online

You will be introduced to effective learning strategies: time management for online learners, information management, professional communication, and reading strategies. Welcome to your online learning journey!

→ [kpu.pressbooks.pub/learningtolearnonline](https://kpu.pressbooks.pub/learningtolearnonline)



### Writing Academic Basics

Designed specifically for Kwantlen Polytechnic University students, this Pressbook offers interactive activities and strategies for developing academic writing skills. Learners have the opportunity to review key parts of the writing process from interpreting their assignment instructions, organizing their ideas, drafting their writing, and revising their work.

→ [kpu.pressbooks.pub/academicwritingbasics](https://kpu.pressbooks.pub/academicwritingbasics)





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## Reading Texts

Learn the techniques of reading textbooks, articles, research studies and manuals effectively at your own pace.

→ [kpu.pressbooks.pub/readingtextsworkshop](http://kpu.pressbooks.pub/readingtextsworkshop)



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## Time Management for Busy Students (An Interactive Workshop)

Learn strategies to becoming a stronger and more efficient learner at anytime and anywhere you like.

→ [kpu.pressbooks.pub/timemanagement](http://kpu.pressbooks.pub/timemanagement)



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## Effective Editing

Improve your writing by developing strong editing skills. In this interactive online workshop, you will learn a systematic process for editing your writing. You will also learn some effective tips for proofreading grammar, spelling, and mechanics.

→ [kpu.pressbooks.pub/effectiveediting](http://kpu.pressbooks.pub/effectiveediting)



# Library Research Resources

## Copyright Guidelines

Don't break any copyright laws. Learn about Fair Dealing and be sure about what you are able to copy, across a variety of formats, for academic use.

→ [libguides.kpu.ca/copyright](http://libguides.kpu.ca/copyright)

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## Research Guides

These subject specific guides are the ideal place to start your research for a class assignment.

→ [libguides.kpu.ca](http://libguides.kpu.ca)

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## Research Strategies

Learn search techniques for the ideal approach to find the best information for your assignment, either from library resources or the open web.

→ [kpu.ca/library/research\\_strategies](http://kpu.ca/library/research_strategies)

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## Citations & Plagiarism

Kwantlen has very strict policies around plagiarizing. Make sure you are citing your sources properly with these guides.

→ [kpu.ca/library/citationsplagiarism](http://kpu.ca/library/citationsplagiarism)



# Library Research Skills

KPU librarians can help you develop and refine your research and information literacy skills.

To this end, the Library offers a variety of collections and services. No student graduates from KPU without having an opportunity to be trained in the critical thinking so important today.

Each campus library has a research help desk where you can work individually with a librarian to find the information you need. Just ask for help at the desk!

## Contact information

→ [kpu.ca/library](https://kpu.ca/library)



604.599.2103  
604.599.3111  
604.599.3204  
604.599.6043

Surrey  
Richmond  
Langley  
Tech

## AskAway: Ask A Librarian

AskAway is a free chat service that allows students to ask librarians questions about research or citations in real time. In addition to chat, you can also find information about how to email, call, or speak one-on-one with a librarian at the link below.



→ [kpu.ca/library/services/askalibrarian](https://kpu.ca/library/services/askalibrarian)

## Self-Paced Learning

Follow along with these self-paced tutorial modules, available on the KPU Library website, and learn valuable information literacy and research skills.

These modules are available at the website below. Use the grey menu bar on the left to navigate to your research topic of interest.

→ [libguides.kpu.ca/research](https://libguides.kpu.ca/research)

## Research Help Modules Online

- » Search strategies
- » Developing a topic
- » Finding the context
- » Finding books
- » Finding articles
- » Evaluating sources
- » Writing
- » Google & Google Scholar
- » Web searches
- » Citations
- » Plagiarism





For more information visit:  
**[kpu.ca/learningcentres](https://kpu.ca/learningcentres)**

