



The
Learning
Centre

The Learning Centres and Library Services present

Your Guide to Learning Services and Workshops

Fall 2022

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 spaces of the Learning Centres also facilitate high levels of international student engagement, due in part to their 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

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**ACCT/
BUQU/ECON**

Peer Tutor

Dave

**Book an appointment
online at 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 and 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.





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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.

Academic Skills Development

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**

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

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

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 to sign up

2

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



3

Click to **view upcoming workshops**



To see our upcoming workshops, **Click here.**



To request a workshop, **Click here**

4

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

Academic Skills Workshops

Fall 2022

To view and register for workshops, visit

→ kpu.ca/learningcentres/upcoming-workshops



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

DATE	TIME	WORKSHOP TITLE
Tues, Aug 30	2:00 – 3:30pm	Easy Strategies to Study Well in Trades
Wed, Sept 7	9:00 – 10:00am	Your First 13 Weeks
Wed, Sept 7	10:00 – 11:00am	University Essays: First Steps
Wed, Sept 7	11:00am – 12:00pm	Time Management Strategies
Wed, Sept 7	12:00 – 1:00pm	Reading Texts and Taking Notes
Thurs, Sept 8	9:00 – 10:00am	University Essays: First Steps
Thurs, Sept 8	10:00 – 11:00am	Reading Texts and Taking Notes
Thurs, Sept 8	11:00am – 12:00pm	Your First 13 Weeks
Thurs, Sept 8	12:00 – 1:00pm	Balancing Life & Learning
Wed, Sept 14	10:30 – 11:30am	Time Management Strategies
Thurs, Sept 15	10:00 – 11:30am	Writing Right in Biology
Thurs, Sept 15	12:00 – 12:45pm	Plan your semester
Fri, Sept 16	12:00 – 1:00pm	Excel Basic Skills for University Students
Mon, Sept 19	10:30 – 11:30am	Establishing good habit
Tues, Sept 20	2:00 – 3:30pm	How Are You Smart? Learning to Study with Your Multiple Intelligences
Tues, Sept 20	9:00 – 9:45am	Plan your semester
Tues, Sept 20	1:30 – 2:30pm	Reading Texts and Taking Notes
Tues, Sept 20	11:00am – 12:30pm	Writing Right in Biology
Wed, Sept 21	12:00 – 12:45pm	Word: Formatting Your Assignment
Wed, Sept 21	10:00 – 11:00am	Strengthening your learning skills

DATE	TIME	WORKSHOP TITLE
Wed, Sept 21	10:30 – 11:30am	Understanding Your Learning Approaches: Personalized tips to help you learn
Fri, Sept 23	12:00 – 1:00pm	Excel Intermediate Skills for University Students
Mon, Sept 26	10:00 – 11:00am	Strengthening your learning skills
Mon, Sept 26	1:30 – 2:30pm	Master Your Memory
Tues, Sept 27	2:00 – 3:00pm	Note taking Strategies for Online Learning
Tues, Sept 27	2:00 – 2:45pm	PebblePad Basics
Tues, Sept 27	10:30 – 11:30am	Say "No" to Procrastination
Tues, Sept 27	2:00 – 3:30pm	Writing Right in Biology
Wed, Sept 28	12:00 – 1:00pm	Understanding Your Learning Approaches: Personalized tips to help you learn
Wed, Sept 28	10:30 – 11:30am	Getting the best out of Group Projects
Wed, Sept 28	9:00 – 10:00am	Master Your Memory
Thurs, Sept 29	9:00 – 10:00am	Writing Mini Boot Camp: University Essays: First Steps
Thurs, Sept 29	10:00 – 11:00am	Writing Mini Boot Camp: Writing in Your Own Words
Thurs, Sept 29	11:00am – 12:00pm	Writing Mini Boot Camp: Quote, Paraphrase and Summarize
Thurs, Sept 29	7:00 – 7:45pm	Online learning and balancing school
Mon, Oct 3	7:00 – 7:45pm	PebblePad Basics
Tues, Oct 4	10:00 – 11:30am	Writing Right in Biology
Tues, Oct 4	10:00 – 11:00am	Monitoring your learning through rubrics
Wed, Oct 5	10:30 – 11:30am	Balancing Life & Learning: Self-care and Productivity
Wed, Oct 5	9:00 – 10:00am	Say "No" to Procrastination
Wed, Oct 5	9:00 – 10:00am	Time Management Strategies
Wed, Oct 5	12:00 – 1:00pm	Learning from Mistakes
Thurs, Oct 6	2:00 – 3:00pm	Trigonometry for Trades

Thurs, Oct 6	2:30 – 3:30pm	Quick Energizers: Getting Back in Focus
Thurs, Oct 6	9:00 – 10:00am	Reading Texts and Taking Notes
Thurs, Oct 6	2:00 – 5:00pm	Find Your Writing Voice
Fri, Oct 7	12:00 – 1:00pm	Reading Texts and Taking Notes
Tues, Oct 11	1:00 – 2:00pm	Exam Preparation Strategies
Tues, Oct 11	12:00 – 1:00pm	Monitoring your learning through rubrics
Wed, Oct 12	2:00 – 3:00pm	Say "No" to Procrastination
Wed, Oct 12	12:00 – 1:00pm	Getting the best out of Group Projects
Thurs, Oct 13	2:00 – 3:00pm	Balancing Life & Learning: Self-care and Productivity
Thurs, Oct 13	11:30am – 12:30pm	Master Your Memory
Wed, Oct 19	10:00 – 11:00am	Note Taking and Summarizing
Wed, Oct 19	12:00 – 1:00pm	Learning from Mistakes
Thurs, Oct 20	10:30am – 1:00pm	Find Your Writing Voice
Tues, Oct 25	1:00 – 2:30pm	Writing Right in Biology
Tues, Nov 8	10:00 – 11:00am	Don't panic your final weeks
Thurs, Nov 10	9:00 – 10:30am	Writing Right in Biology
Thurs, Nov 17	10:00 – 11:00am	Quick Energizers: Getting Back in Focus
Wed, Nov 23	12:00 – 1:00pm	Don't panic your final weeks
Tues, Nov 29	10:30 – 11:30am	Exam Preparation Strategies
Wed, Nov 30	10:00 – 11:00am	Preparing for Open Book Exams

For the most updated workshop schedule please visit:
→ kpu.ca/learningcentres/upcoming-workshops

Can't make it to a live workshop? Join the following available anytime asynchronous workshops!

→ kpu.ca/learningcentres/workshops

- » Effective Editing
- » Time Management Strategies
- » Reading Texts
- » Power Phrasing: Using Information from Sources



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



tlcsurrey@kpu.ca
tlcrichmond@kpu.ca
tlclangley@kpu.ca
tlccloverdale@kpu.ca
tlconline@kpu.ca



604-599-2437	KPU Surrey
604-599-3454	KPU Richmond
604-599-3444	KPU Langley
604-598-6062	KPU Tech

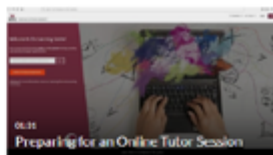
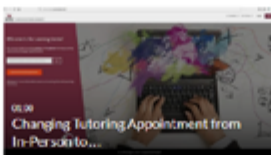
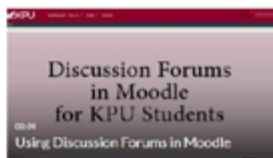
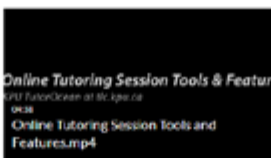
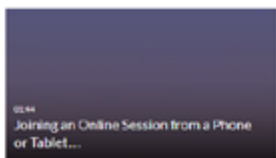
Follow us at:



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/3fbU80J



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.



To get started, go to:

→ kpu.ca/learningcentres/first-13-weeks

1



2



3



4



5



6 to 11



12 & 13



Finals



Don't hesitate to book an appointment with a Learning Strategist if you need more clarification: tlc.kpu.ca

KPU 101

Thriving in Action

6 weeks × 2 hours per week

IN PERSON

Wed, Sept 14 – Wed, Oct 19 | 10:00am – 12:00pm (PDT)

ONLINE

Thurs, Sept 15 – Thurs, Oct 20 | 10:00am – 12:00pm (PDT)



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

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.

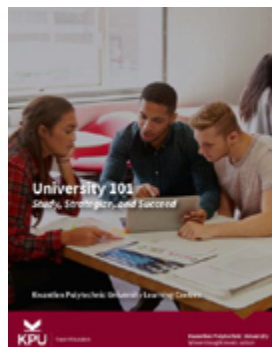
→ kpu.ca/library

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/studystrategizesucceed



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



Academic Writing 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, to organizing their ideas, drafting their writing, and revising their work.

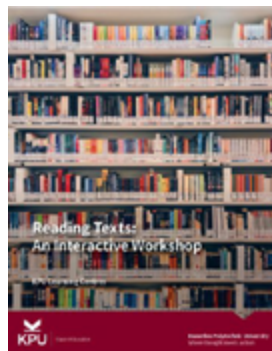
→ kpu.pressbooks.pub/academicwritingbasics



Reading Texts

Learn effective techniques for reading textbooks, articles, research studies and manuals at your own pace.

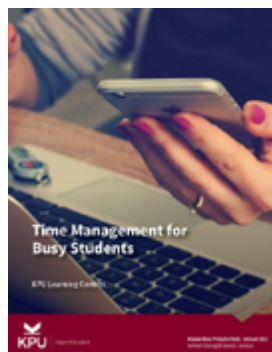
→ kpu.pressbooks.pub/readingtextsworkshop



Time Management for Busy Students (An Interactive Workshop)

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

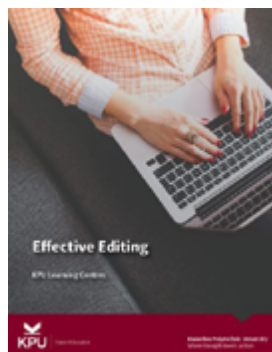
→ kpu.pressbooks.pub/timemanagement



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



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

Research Guides

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

→ libguides.kpu.ca

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

Citations & Plagiarism

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

→ kpu.ca/library/citationsplagiarism



Library Research Skills

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

KPU Library offers a variety of collections and services. Your instructor might arrange to have a librarian teach you basic research skills and orient you to the library, and we also encourage students to explore our online learning resources and reach out to librarians. Librarians can help you via chat, text, Zoom, one-on-one appointments, or through email. We welcome all your questions about research and the library. Ask Us!

→ kpu.ca/library/services/askus

Each campus has a Research Help Desk where you can work individually with a librarian to find the information you need. You can also **Contact Your Librarian** if you wish to get in contact with your Liaison Librarian for one-on-one help.

→ kpu.ca/library/contact-your-librarian

Contact Information

→ kpu.ca/library



604-599-2103

604-599-3111

604-599-3204

604-598-6030

KPU Surrey

KPU Richmond

KPU Langley

KPU 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



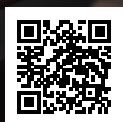
Doing Research Tutorial

Learn research skills with KPU Library's online guide.

→ kpu.pressbooks.pub/doingresearch

Doing Research has four sections, one for each part of the research process, which details the steps for approaching research in a library setting. Topics covered include "Developing your Research Question" and "Popular and Scholarly Articles". It is perfect for a student new to research and a refresher to an experienced researcher.





For more information, visit
kpu.ca/learningcentres

