

## **WRITING CENTER WORKSHOPS (Must choose at least one)**

### **Winning Essays for Scholarships and Graduate School Admission**

When: Monday, September 8<sup>th</sup> and November 10<sup>th</sup> from 3:00 p.m. until 4:00 p.m.

Wednesday, September 10<sup>th</sup> and November 19<sup>th</sup> from 6:00 p.m. until 7:00 p.m.

Where: ARC Workshop Room, B1215

Contact: Michael Alexander and April Sebenste (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: Monday, September 15<sup>th</sup> and October 6<sup>th</sup> from 3:30 until 4:30 p.m.

Where: ARC Workshop Room, B1215

Contact: Michael Alexander and April Sebenste (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.

### **APA Workshop Series:**

#### **The Research Paper: Getting Started Workshop**

When: Thursday, September 25<sup>th</sup> from 3:00 p.m. until 4:00 p.m.

Where: ARC Workshop Room, B1215

Contact: Heather McKenna (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: Thursday, October 9<sup>th</sup> from 3:00 until 4:00 p.m.

Where: ARC Workshop Room, B1215

Contact: Heather McKenna (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: October 23<sup>rd</sup> from 3:00 until 4:00 p.m.

Where: ARC Workshop Room, B1215

Contact: Heather McKenna (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: November 13<sup>th</sup> from 3:00 until 4:00 p.m.

Where: ARC Workshop Room, B1215

Contact: Heather McKenna (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.

## **Writing Center Twenty Minute Writing Workshops**

### **Finding Your Own Writing Process: What Works for YOU**

When: October 6<sup>th</sup> from 11:00 until 11:20 a.m.

October 15<sup>th</sup> from 3:00 until 3:20 p.m.

Where: ARC Workshop Room B1215

Contact: Michael Alexander and April Sebenste (708) 235-7337

Understanding how your own writing process works is the best way to become a good writer. This workshop will investigate different approaches to good writing; we will help you understanding the best way to pre-write, write, and revise for you.

### **Getting Started**

When: October 13<sup>th</sup> from 11:00 until 11:20 a.m.

October 22<sup>nd</sup> from 3:00 until 3:20 p.m.

Where: ARC Workshop Room B1215

Contact: Michael Alexander and April Sebenste (708) 235-7337

The most important thing you can do when beginning a writing assignment is to make certain that you thoroughly understand the assignment. This workshop will provide tips for analyzing the written assignment to make certain you are moving in the right direction.

### **Finding your Focus**

When: October 20<sup>th</sup> from 11:00 until 11:20 a.m.

October 29<sup>th</sup> from 3:00 until 3:20 p.m.

Where: ARC Workshop Room B1215

Contact: Michael Alexander and April Sebenste (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: October 27<sup>th</sup> from 11:00 until 11:20 a.m.

November 5<sup>th</sup> from 3:00 until 3:20 p.m.

Where: ARC Workshop Room B1215

Contact: Michael Alexander and April Sebenste (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 you Writing****When: November 3<sup>rd</sup> from 11:00 until 11:20 a.m.****November 12<sup>th</sup> from 3:00 until 3:20 p.m.**

Where: ARC Workshop Room B1215

Contact: Michael Alexander and April Sebenste (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: November 10<sup>th</sup> from 11: 00 until 11:20 a.m.****November 19<sup>th</sup> from 3:00 until 3:20 p.m.**

Where: ARC Workshop Room B1215

Contact: Michael Alexander and April Sebenste (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.

**The Counseling Center Workshops****Self-care**When: Tuesday September 9<sup>th</sup> 3:30pm until 4:30pm

Where: ARC Multipurpose Room (workshop room), B1215

Contact: Lily Cahnman at [lcahnman@govst.edu](mailto:lcahnman@govst.edu) and Katie Springfield at [kspringfield2@govst.edu](mailto:kspringfield2@govst.edu)

As the demands of the semester grow and expectations increase it is very easy to forget to take care of yourself. Self-care is an important strategy to help manage stress and anxiety, prevent burnout, and even improve overall health. This workshop will offer tips and suggestions on how to best take care of oneself during the school year and in everyday life.

**Managing College Stress**When: Monday September 15<sup>th</sup> and Tuesday November 25<sup>th</sup> from 3:30pm until 4:30pm

Where: ARC Multipurpose Room (workshop room), B1215

Contact: Andrea Williams at [awilliams24@govst.edu](mailto:awilliams24@govst.edu) Lily Cahnman at [lcahnman@govst.edu](mailto:lcahnman@govst.edu) or Katie Springfield at [kspringfield2@govst.edu](mailto:kspringfield2@govst.edu)

Stress in college is almost inevitable, but it does not have to keep you from doing your best! We often think of stress as a negative thing that builds and eventually takes over our sense of wellbeing. This workshop will help you identify strategies to turn your negative stress into positive stress that can be used to help you stay motivated and on top of all of your responsibilities.

**Wellness Week November 10-13—****Mindful Monday**

When: Monday November 10<sup>th</sup> from 3:30pm until 4:30pm

Where: ARC Multipurpose room (workshop room), B1215

Contact: Emily Petkus at [epetkus@govst.edu](mailto:epetkus@govst.edu) Lily Cahnman at [lcahnman@govst.edu](mailto:lcahnman@govst.edu) or Andrea Williams at [awilliams24@govst.edu](mailto:awilliams24@govst.edu)

The Counseling Center and Disability Services come together to facilitate this exciting new workshop. Mindfulness is common practice used for decreasing unhelpful thoughts and emotions and increasing positivity and acceptance. This workshop will teach attendees the basic components of mindfulness and suggest ways to incorporate mindfulness exercises into everyday life.

**Self-care Tuesday**

When: Tuesday November 11<sup>th</sup> from 3:30pm until 4:30pm

Where: ARC Multipurpose Room (workshop room), B1215

Contact: Lily Cahnman at [lcahnman@govst.edu](mailto:lcahnman@govst.edu) and Katie Springfield at [kspringfield2@govst.edu](mailto:kspringfield2@govst.edu)

As the demands of the semester grow and expectations increase it is very easy to forget to take care of yourself. Self-care is an important strategy to help manage stress and anxiety, prevent burnout, and even improve overall health. This workshop will offer tips and suggestions on how to best take care of oneself during the school year and in everyday life.

**Wellness Wednesday**

When: Wednesday November 12<sup>th</sup>

Where: ARC Multipurpose room (workshop room), B1215

Contact: Emily Petkus at [epetkus@govst.edu](mailto:epetkus@govst.edu) Katie Springfield at [kspringfield2@govst.edu](mailto:kspringfield2@govst.edu)

When we feel badly our productivity plummets; when we feel well we are more capable and motivated to do the best we can in every area of our lives. Wellness Wednesday will be an open forum to discuss strategies to improve the overall wellness of students and staff alike. Those who attend this workshop will leave with positive wellness strategies and skills to incorporate into everyday life.

**Student Success Workshops****Orientation**

Room A2110

Thursday, September 4, 4:00-6:00pm; Monday, September 8, 5:00pm-6:00pm & Tuesday, September 9, 12:pm-1:00pm

Room 2110

SEP provides educational support services that foster personal and professional development to motivate GSU students towards the successful completion of their bachelor's degree. SEP is designed to assist low-income, first generation undergraduate students, and academic probation students through a strong supportive environment, mentoring network, educational and professional development activities.

**Take Note of What's Important**

When: Monday, September 15, 5:00pm-6:00pm & Tuesday, October 14, 12:00pm-1:00pm

Where: Room A2131

Contact: Tamekia Scott, [tscott@govst.edu](mailto:tscott@govst.edu)

Having an effective note taking routine is vital to your success as a college student. This workshop will teach students the ins and outs to effective note taking skills: what to do before, during, and after class in order to achieve academic success.

**Lighten Up Your Path**

When: Wednesday, September 17, 5:00pm-6:00pm; Tuesday, October 28, 12:00pm-1:00pm; & Thursday  
November 20, 4:30pm-5:30pm

Where: Room A2131

Contact: Tamekia Scott, [tscott@govst.edu](mailto:tscott@govst.edu)

We're not saying it'll be easy but it will be worth it. This summit will help you rekindle what motivates you in life to keep working hard. You will leave this workshop with the personal drive to reach your academic and personal goals.

**Have Time on Your Side**

When: Tuesday, September 23, 12:00pm-1:00pm; Wednesday, October 22, 4:00pm-5:00pm & Tuesday  
November 17, 4:00pm-5:00pm

Where: Room A2131

Contact: Tamekia Scott, [tscott@govst.edu](mailto:tscott@govst.edu)

Having trouble juggling your busy schedule? This interactive workshop is designed to teach students how to best plan, prioritize, and manage their academic tasks using a variety of time management techniques. We will also focus on how effective time management can decrease stress levels and tips for avoiding procrastination.

**Keep Calm and Pass the Test**

When: Thursday, September 25, 4:00pm-5:00pm; Wednesday, October 15, 5:00pm-6:00pm; & Tuesday  
November 17, 12:00pm-1:00pm

Where: Room A2110

Contact: Tamekia Scott, [tscott@govst.edu](mailto:tscott@govst.edu)

Learn how to study smarter, not harder, through enhancing your study skills and managing test anxiety. You will also learn how to map a study plan, memorization tips, and how to approach studying for different types of tests.

**You're Graduating! What's Next? Grad School?**

When: Tuesday, September 30, 12:00pm-1:00pm & Wednesday, November 5, 5:00pm-6:00pm

Where: Room A2110

Contact: Tamekia Scott, [tscott@govst.edu](mailto:tscott@govst.edu)

Graduating with your Bachelor's Degree is an exciting time. You may find yourself asking, "What do I have to do to get into Graduate School and do I even have to go?" This workshop will go into detail about what the general application process entails and how to make yourself stand out of the crowd. You'll also learn other helpful information on what to expect as a Graduate School Student.

**Farm Instead of Hunt**

When: Wednesday, October 1, 5:00pm-6:00pm & Tuesday, November 4, 12:00pm-1:00pm

Where: Room A2110

Contact: Tamekia Scott, [tscott@govst.edu](mailto:tscott@govst.edu)

*“Networking is more about ‘farming’ than it is about ‘hunting’. It’s about cultivating relationships.”*

*–Dr. Ivan Misner*

In today’s modern day society there can be grey areas on how to appropriately network with professionals. This summit will help you learn how to grow a new academic/business relationship that will give you much fruit. You will also learn how social media can help you network rather than hurt you.

## **Career Services Workshops**

**Professional Image and Career Conference**

When: Tuesday, October 21 – Thursday, October 23, 2014

Where: Time & Location: TBD

Contact: Jessica Specht at [jspecht@govst.edu](mailto:jspecht@govst.edu)

The three-day conference is designed to educate undergraduate and graduate students on the appropriate steps towards achieving one’s short and long-term career goals. In collaboration with multiple departments and student organizations at Governors State University, the program includes a series of interactive workshops to aid in improving one’s personal and professional development. Students are able to: receive on-the-spot feedback regarding job correspondence (such as a resume and/or cover letter) and behavior-based interviewing, master stress and time management techniques, recognize appropriate networking etiquette and professional branding practices, as well as understand how work study and civic engagement programs can benefit one’s professional profile.

**Negotiating the Job Offer: for Healthcare Professionals**

When: Monday, November 24, 2014 - 3 pm to 4:30 pm

Where: Location: TBD

Contact: Myeisha Grady at [mgrady@govst.edu](mailto:mgrady@govst.edu)

*This is a chance for the healthcare profession students to learn, first hand, those important negotiation skills they will need when considering job offers. The skills learned at this workshop will continue to serve them well into their future.*

**Etiquette Series: Communication and Networking Etiquette Workshop**

When: Wednesday, March 4, 2015 - 6 pm to 7pm

Where: Location: TBD

Contact: Myeisha Grady at [mgrady@govst.edu](mailto:mgrady@govst.edu)

*This is a chance for our students to learn, first hand, those important etiquette skills they will need when meeting potential clients and/or employers. The skills learned at this workshop will continue to serve them well into their future.*

**Etiquette Series: Professional Etiquette Luncheon**

**When:** Tuesday, March 24, 2015 - 11:30 am to 1 pm

**Where:** Location: TBD

**Contact:** Myeisha Grady at [mgrady@govst.edu](mailto:mgrady@govst.edu)

*This is a chance for our students to learn, first hand, those important etiquette skills they will need when meeting potential clients and/or employers. First impressions are very important, and we want our students to be prepared to make a positive first impression in whatever type of setting they find themselves; personal, professional, or otherwise. The skills learned at this etiquette luncheon will continue to serve them well into their future.*

**Library Workshops**

**Library Workshop: Finding and Getting Books etc. at GSU and Elsewhere**

**When:** Wednesday, September 10 from 3:00 – 4:00 p.m.

**Contact:** Linda Geller (708) 534-4136 [lgeller@govst.edu](mailto:lgeller@govst.edu)

**Instructor:** J. Egolf

**Where:** Library Room D2401B

You will learn to use the library's online resources to locate books and other library materials at GSU and at other Illinois colleges and universities. Other topics to be covered include setting up a library account, renewing library materials you have checked out, and requesting that materials be sent to GSU for you from other libraries.

**Library Workshop: Searching for E-Books and Online Journal Articles**

**When:** Monday, September 29 from 3:00 – 4:00 p.m.

**Contact:** Linda Geller (708) 534-4136 [lgeller@govst.edu](mailto:lgeller@govst.edu)

**Instructor:** L. Geller

**Where:** Library Room D2401C

The GSU Library has many e-books and full-text journal articles to support your research and assignments. We will demonstrate the process of finding and retrieving e-books from our library catalog and journal articles from our periodical databases.