

Welcome to the Toolbox at Emmanuel College!

Fall 2021

Resources via ELearn and virtual workshops to assist with college-level strategies in...

 **academic conversations;**
 **time management;**
 **tech tips**
 **study, presentation, and test strategies;** and
  **research, writing, and citation.**

	Date/Time	Event (Location and/or Zoom registration links in ELearn site and event calendar .)
	Thur. 9/9, 12:30-1	ELearn: The Basics - Become oriented with the basics of navigating ELearn, including finding syllabi and assignments.
	Fri. 9/10, 12:00-1:30	Ask Us: Academic Resource and Learning Commons Open House - Join members of the Library and the ARC to learn more about resources available across campus.
	Tue. 9/14, 12:30-1	Time Management: Planning Your Semester - Understand and implement effective college time management and organization tools and strategies.
	Tue. 9/21, 12:30-1:30	Excel Basics for Business & Management and Other Majors
	Tue. 9/28, 12:30-1	College Communication and Etiquette - Overview of college expectations for class etiquette and how to communicate with professors and others in the campus community with professional grace.
	Tue. 10/5, 12:30-1	Test-taking Strategies - Tips to meet the demands of mid-terms/finals and a review of effective test/study strategies to best prepare for exams.
	Tue. 10/12, 12:30-1	Managing Mid-Term Stress – Join the Counseling Center to explore strategies for stress reduction for academic and personal benefit.
	Wed. 10/13, 4-5 Fri. 10/15, 12-1	Excel Basics for Sciences and Other Majors
	Tue. 10/19, 12:30-1	Read to Remember - Explore effective ways to manage the college reading workload and strategies to actively navigate typical college texts.
	Tue. 10/26, 12:30-1	Writing Your Personal Statement - Plan and organize your life story in a page while creating a compelling personal statement.
	Thur. 10/28, 12:30-1	Tips for Strengthening Your Writing - Use grammar to improve style and clarity in writing.
	Tue. 11/2, 12:30-1	Citing Sources - Review tools and techniques for citing effectively.
	Fri. 11/5, 12:30-1	Understanding and Avoiding Plagiarism - Learn techniques to appropriately quote, paraphrase, and use sources in your writing.
	Tue. 11/9, 12:30-1	Get Your Research “Write” - Plan and organize the research process and integrate research with proper citations.
	Tue. 11/16, 12:30-1	Preparing for Oral Presentations – Learn about resources available to you to prepare for oral presentations, create powerful PowerPoints, and address performance anxiety.
	Tue. 11/30, 12:30-1	Finals Prep: Time Management/Test Strategies for Finals - Planning and study techniques to increase preparation and decrease stress during the final exam period.
	Mon. 12/6, 4:30-5:00	Finals Countdown Q&A - Join the Library, ARC, and other campus constituents to answer your questions, and learn about strategies and resources to assist with the demands of finals.
	Thur. 12/9, 12:30-1 Mon. 12/13, 4-4:30	Meditation for Finals - Join the Counseling Center to explore mediation methods to help increase academic focus and reduce end-of-semester stress.
	Every Thur. from 9/23-12/2 (except 11/11 & 11/25), 12:30-1:30	Thursday Thoughts - Join professors and other members of the campus community for thought-provoking discussions on current topics.

Half hour workshops are followed by 15-minute Q&A. Visit the **Toolbox ELearn site** for videos, handouts, and other relevant links to complement each of the event topics above, along with information on how to verify event attendance. **Questions? Contact:** <http://bit.ly/ContactToolbox>.Rev 9/2/21

