

Academic Expectations at UVic

International Student Orientation Programs

Gillian Saunders, PhD
Instructor, ELC, ATWP, EDCI
Academic Skills Centre Advisor
gillians@uvic.ca

Land Acknowledgement

We acknowledge and respect the Łəᑭʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Łəᑭʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

As we deepen our understanding, the words we use to honour the lands and peoples who have always been here also need to evolve. The territory acknowledgement is not a static statement—it is a living expression of respect, responsibility and reciprocity.

UVic members are encouraged to use the acknowledgement as a starting place. It is one part of an ongoing commitment to understanding the responsibilities we hold as guests in these territories and to acting in ways that uphold our relationships with the original stewards of these lands.

<https://www.uvic.ca/ovpi/ways-of-knowing/culture-and-protocol/index.php#ipn-territory-acknowledgement>

Session Overview

What to expect/What is expected from you

1. Your syllabus/course outline
 2. Communicating with instructors, TAs, and staff
 3. The grading system in Canada
 4. Group work
 5. Assignments
 6. Academic integrity
 7. Academic supports and resources
 8. Questions and Discussion
- 

Is there anything you're dying to know?!

Use your text tool to write it here or post your question in the chat.
Or just say hi, where you're from, and what you're studying!



Understanding your syllabus



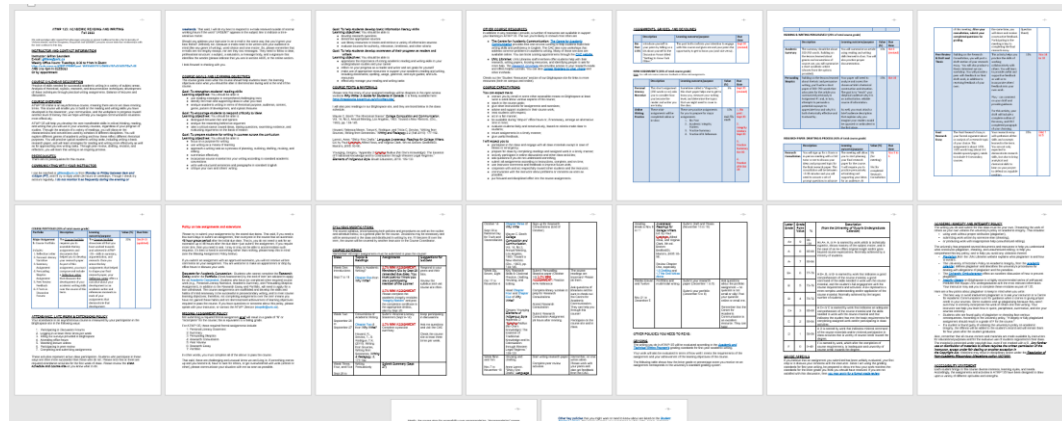
IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

WWW.PHDCOMICS.COM

"Piled Higher and Deeper" by Jorge Cham

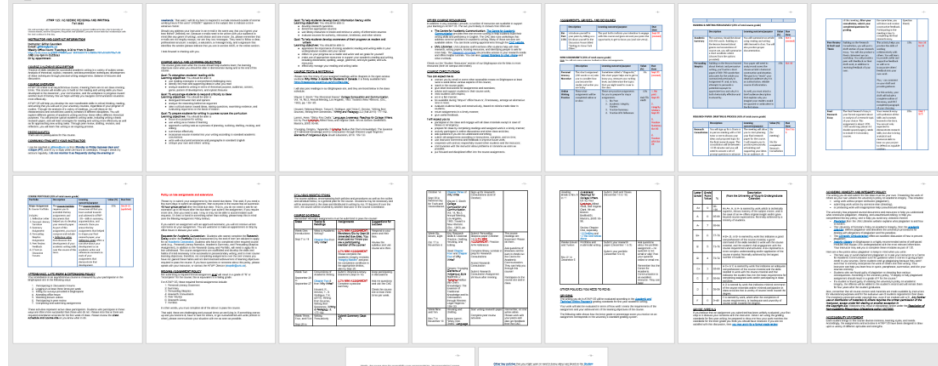
Your syllabus



Here you can find

- Instructor's preferred name, contact information, office hours
- Class and department policies
- Assignment and grading information
- Course schedule
- Campus and course resources

Your syllabus



Tips:

- READ each one carefully
- If you have any questions, ASK EARLY
- PRINT a copy and keep it handy
- TRANSFER IMPORTANT DATES into a master calendar or planner
- READ it again if you have questions later in the term (before emailing or asking your instructor)



Effective
communication

Emailing professors, administrators, and TAs

Remember to

- Include your name, V00#, course name/code/time
 - Be clear about what you need and when you need it by
 - Double check your recipient's preferred form of address and name spelling (Dr.? Professor? First name?)
 - Be polite and err on the side of formality
 - Proofread!
-
- A great guide: <https://www.purdue.edu/advisors/students/professor.php>

Emailing professors, administrators, and TAs

Regular faculty

Name	Area	Contact
Dr. Jason Collins ENGR communication course coordinator, Assistant Teaching Professor Academic and Technical Writing Program	Rhetoric Studies Techno Techni Commu	Dr. Tim Personn Continuing Sessional Instructor Academic and Technical Writing Program ATWP 135 ✉ tpersonn@uvic.ca
Dr. Loren Gaudet ATWP 135 course coordinator, Assistant Teaching Professor Academic and Technical Writing Program	Health of Heal Rhetori Academ	Gillian Saunders Sessional Instructor Academic and Technical Writing Program ATWP 135 Not teaching for 2025- 26 Office: Clearihue D363 ✉ gillians@uvic.ca
Dr. Sara Humphreys ATWP 250 course	Popular cultural	Dr. Kate Skipsey Continuing Sessional Instructor Academic and Technical Writing Program ENGR 110, ENGR 120, ENGR 240 ✉ kskipsey@uvic.ca
		Dr. Cynthia Spada Continuing Sessional Instructor Academic and Technical Writing Program ATWP 135 ✉ cynthiaspada@uvic.ca
		Kaveh Tagharobi Sessional Instructor, EAL specialist Academic and Technical Writing Program ENGR 120 Not teaching for 2025- 26 Office: Library 135K ✉ kaveht@uvic.ca ☎ 250-472-4459

Dear Dr. Collins,

Dear Professor Saunders,

Grading in Canada



<https://medium.com/bits-and-behavior/grading-is-ineffective-harmful-and-unjust-lets-stop-doing-it-52d2ef8ffc47>

The grading system

Passing Grades

Grade	Grade Point Value	Percentage*	Description
A+	9	90 - 100	An A+, A, or A- is earned by work which is technically superior, shows mastery of the subject matter, and in the case of an A+ offers original insight and/or goes beyond course expectations. Normally achieved by a minority of students.
A	8	85 - 89	
A-	7	80 - 84	
B+	6	77 - 79	A B+, B, or B- is earned by work that indicates a good comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities. A B+ represents a more complex understanding and/or application of the course material.
B	5	73 - 76	
B-	4	70 - 72	
C+	3	65 - 69	A C+ or C is earned by work that indicates an adequate comprehension of the course material and the skills needed to work with the course material and that indicates the student has met the basic requirements for completing assigned work and/or participating in class activities.
C	2	60 - 64	
D	1	50 - 59	A D is earned by work that indicates minimal command of the course materials and/or minimal participation in class activities that is worthy of course credit toward the degree.

Complete grading information can be found in the [Undergraduate Calendar](#)

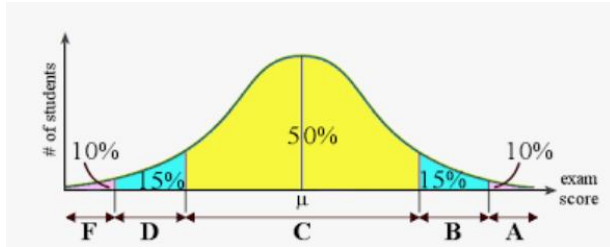
The grading system

Temporary Grades

Grade	Grade Point Value	Percentage*	Description
INC	N/A	N/A	Incomplete. Used only for those credit courses designated by the Senate, to be replaced with a final grade by June 1 for Winter Session courses and by October 1 for Summer Session courses. Such courses are identified in the course listings.
DEF	N/A	N/A	Deferred status granted. Used only when deferred status has been granted because of illness, an accident or family affliction. See Deferred status .
INP	N/A	N/A	In Progress. Used only for courses designated by Senate, to be replaced with a final grade by the end of the next Winter Session except for TIED courses (identified in the Calendar). In TIED courses the INP must be replaced with a final grade by the end of the subsequent term (including Summer Session) or, where a COOP Work Term, or other activity approved by the academic unit, intervenes, within eight months. If a student fails to complete the second course of a TIED course sequence, then the final grade will be N.
CIC	N/A	N/A	Co-op Interrupted Course. See General Regulations: Undergraduate Co-op .

Your grades

- Weight? %?
- Curve? Median?
- Required?
- Due date? Grace period?



Team Presentation	Team Report	Refl Memo	Subtotal	Final Calculated Grade
9 / 10, 90 %	17.5 / 25, 70 %	2.8 / 5, 56 %	64.6 / 80, 80.75 %	83.35 / 100, 83.35 %
9.1 / 10, 91 %	17.5 / 25, 70 %	3.95 / 5, 79 %	65.15 / 80, 81.44 %	82.85 / 100, 82.85 %
9 / 10, 90 %	17.5 / 25, 70 %	4.05 / 5, 81 %	59.6 / 80, 74.5 %	75.85 / 100, 75.85 %
10 / 10, 100 %	22 / 25, 88 %	5 / 5, 100 %	72.15 / 80, 90.19 %	91.8 / 100, 91.8 %
8.9 / 10, 89 %	20.5 / 25, 82 %	5 / 5, 100 %	68.2 / 80, 85.25 %	86.5 / 100, 86.5 %
8.9 / 10, 89 %	20.5 / 25, 82 %	3.15 / 5, 63 %	65.3 / 80, 81.63 %	81.5 / 100, 81.5 %
9.4 / 10, 94 %	21.5 / 25, 86 %	5 / 5, 100 %	68.65 / 80, 85.81 %	87.55 / 100, 87.55 %

Participation

You might be expected to

- Ask or answer questions in class
- Participate in small or whole group discussions
- Contribute to online forum discussions or activities
- Participate in peer review of your classmates' work (and receive, evaluate, and implement their feedback on your work)
- Evaluate or self-assess your own engagement with the course

Make sure you know what is expected in each class!





Group
work

Group work: expectations

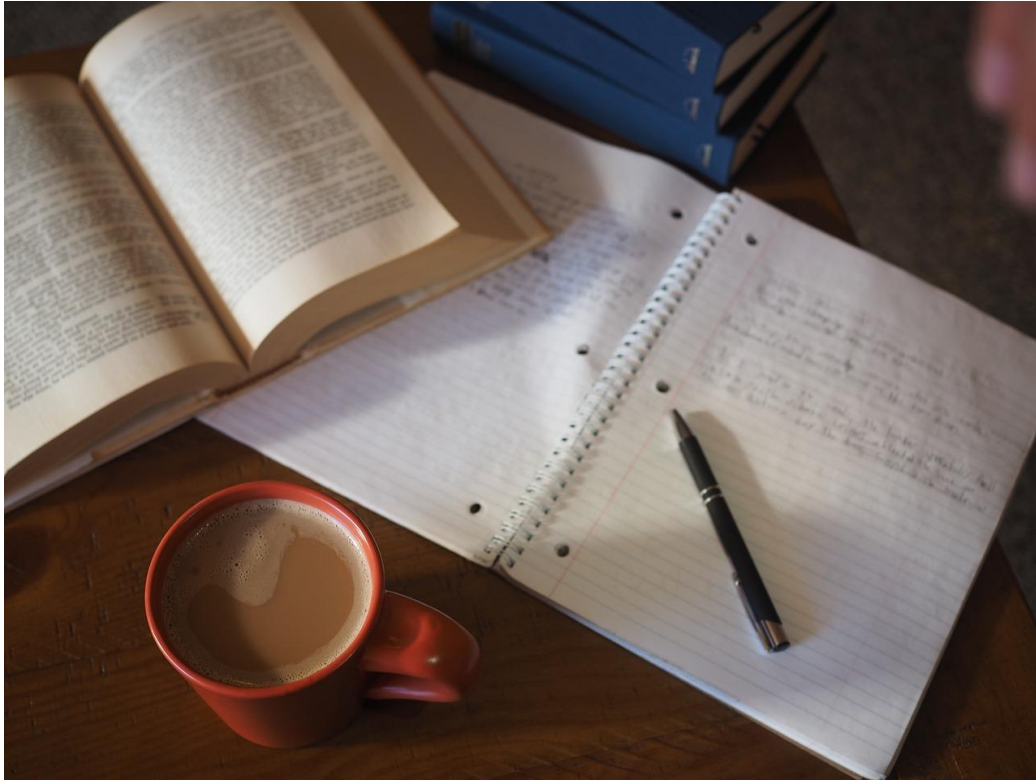
- You will
 - Participate to the best of your ability
 - Inform your group of any absences or difficulty completing tasks
 - Respond to your group members promptly
 - Ask questions to clarify any part of the task you do not understand
 - Take notes during meetings
 - Understand your responsibilities and “action items” and complete your tasks on time and to group standards

Group work: Team charters

https://www.uvic.ca/hr/assets/docs/manager_support/Group_charter_team_norms.pdf

you might also be asked to participate in peer evaluation based on a charter or contract

Atmosphere/Climate	Roles/ Responsibilities
○ Have Fun! ○ Take opportunities to get to know each other. ○ Enjoy each other's company! ○ Create Fun! ○ It's OK to enjoy yourself!	○ Decide your expectations, and work to achieve them. ○ Share responsibility for making this meeting a success. ○ Decide what YOU want or need from today and work to achieve that. ○ Share ownership for the successes of this team.
Creativity	Maintain Focus
○ Explore other's ideas and suggestions. ○ Incorporate the good points from everyone's ideas. ○ Look for ways to make new ideas work ... not for reasons they won't. ○ Everybody's ideas count. ○ Think as though there are absolutely no obstacles or rules in the way.	○ Respect other people's time - stick to the topic and to the timetable. ○ Confine your discussion to the topic. ○ Honor time limits. ○ Respect time. ○ Avoid side conversations. ○ Focus on the issue at hand. ○ Stay focused and honor timelines.



Assignments

Assignments: types & tasks

- Summary
- Critical response/Critique
- Annotated bibliography
- Research paper
- Personal response/reflection
- Discussion paper
- Reading log
- Lab report
- Proposal
- Personal literacy statement
- Outline



A word cloud of academic tasks. The words are arranged in a cluster, with 'analyze' and 'summarize' being the largest. 'reflect' is also large and positioned above 'summarize'. Smaller words include 'critically', 'critique', 'annotate', and 'respond'.

critically
critique
annotate
reflect
analyze
summarize
respond

Assignments: tips

- Get started early!
- UVic Library assignment resources:

<https://www.uvic.ca/library/help/tips/freecal/index.php>

Plan your assignment

Shape your research question, decide what types of sources to use, and calculate your timeline.

- [Understand your assignment and develop a research plan.](#)
- How much time should you spend on each part of your assignment?
 - Our [assignment calculator](#) provides tips, advice, and personalized deadlines for each step!

Find sources

Find what you need in our catalogue and databases.

- [Learn what materials are available at Uvic libraries.](#)
- [Get tips for effective searching.](#)

The screenshot shows the 'Assignment Calculator' web page. At the top is the University of Victoria logo. Below it, a heading 'Assignment Calculator' is followed by a descriptive paragraph. The main form area includes fields for 'Assignment Name', 'Start Date' (set to 1/14/2026), 'Due Date' (set to 3/14/2026), and 'Class Name'. A 'Template' section offers three radio button options: 'Multi-media project (audio / video) ex: podcast', 'Write a research paper' (which is selected), and 'Policy Brief'. A 'Create Assignment' button is at the bottom of the form. On the right side, a 'Get Help:' section lists links for Library Help, Book a Librarian, Centre for Academic Communication, and Citation Help. A footer note states 'Assignment Calculator originally created by the University of Minnesota Libraries.'

This screenshot shows the 'Step 1: Read and understand your assignment' section of the calculator. It includes a progress bar indicating the user is on Step 1 of 4. The 'Instructions' section explains that users should read and expect their assignment to be clear, listing tips like identifying the type and number of sources, and identifying the writer's intent. It also provides links for more information, such as 'Understanding your assignment (FAQ)' and 'Understanding your assignment (FAQ)'. The 'Step 2: Investigate your topic' section is partially visible at the bottom, with instructions to consider and investigate the topic using course readings, textbooks, the internet, and encyclopedias.

Assignments: tips

Follow the instructions! Take note of

- Citation style and format
- What you're being asked to do
- How you're being graded
- What types of sources you need to use
- How and when you need to submit the assignment (pdf? docx?)
- Instructor's preferences

APA	vs	MLA
What is the topic of your research paper?		
		
Use this style for: Sciences like natural, physical and social sciences.		Use this style for: Essays on human society, culture, humanities, historical literature and arts
COMPARE AND CONTRAST		
In-text citations		
(Author's Last Name, Year, Page Number)		(Author's Last Name and Page Number)
Example: (Jones, 2020, p. 15)		Example: (Jones 15)
Citations		
Author's Last Name, Initial. <i>Title in sentence case. No period after URL.</i>		Author's Last Name, First Name. <i>Title in Title Case.</i>
Example: Austen, J. (1918.) <i>Pride and prejudice.</i> Newton Press.		Example: Austen, Jane. <i>Pride and Prejudice.</i> Newton Press, 1918.
Formatting Rules		
Reference List Title: References		Reference List Title: Works Cited
Title Page: Required		Title Page: Not required
Running Head:		Running Head:

Assignments: tips

Ask for help from

- Your classmates
- Your instructor or TA
- The ASC
- The library
- Your friends and family
- The LAP website



clipart-library.com

Assignments: can you use ChatGPT or another AI tool to complete your work?

It depends!

- The Library has resources: https://libguides.uvic.ca/AI_Tools
- The ASC can help you understand your assignment and course policies and use AI tools ethically and responsibly

Some departments and programs have policies and some do not! Always check with your instructor first!

 **University of Victoria**

Academic and Technical Writing Program

ATWP SharePoint site | Faculty of Humanities | A-Z | Directories | Maps

Search ATWP

Home | Our program | **Current students** | Our people | News & events | Contact

Course registration

Attendance

Grading standards

Academic integrity

AI guidelines

Grade review requests

home » current students » ai guidelines

ATWP's Artificial Intelligence (A.I.) tool guidelines (Fall 2024)

Writers have long made use of and had their work shaped by available technologies. (What we think of as writing in 2024 has been influenced by the development of the printing press, the typewriter, the ballpoint pen, and word processing programs with spell checking and copy-paste capabilities.) Artificial intelligence tools that rely on large language models – including but not limited to ChatGPT and Grammarly – are yet another technology many writers will learn to use effectively.



In the context of [Academic and Technical Writing Program classes](#), there are some tasks connected to assignments for which it might be appropriate to use an artificial intelligence tool. For example, there's not a meaningful difference between asking [MS CoPilot](#) to suggest possible paper topics, discussing your interests during an appointment with a librarian, generating topic ideas through conversation with a friend, or getting ideas by skimming news headlines. Each of these resources used thoughtfully could guide you to appropriate ideas, but in all cases you would still need to choose your topic and then do the work of thinking, reading, researching, and writing.

However, in some instances, using an artificial intelligence tool would keep a student from benefiting from the purpose of the assignment. If you're supposed to be practicing your reading and analytical skills by summarizing a complex article, you won't learn much by having [Perplexity](#) generate a summary for you. Your ability to find and rework unclear phrasing in your own writing won't improve if you always let MS Editor decide what is correct.

And in some cases, using an artificial intelligence tool would contravene the principles of academic integrity. Handing in a paragraph generated by an AI tool as an example of your writing is a form of plagiarism and thus would violate [UVic's Academic Integrity Policy](#).

Therefore, you should not use any artificial intelligence tools when working on assignments for this class **unless your instructor has explicitly authorized their use**. In some cases, that "authorization" will be specified in assignment instructions. In some cases, you will get guidance in class or in an announcement in the Brightspace course site. If you're ever unsure of whether it's appropriate to use an artificial intelligence tool in an ATWP class to complete an assignment, **ask your instructor**.

STAY INFORMED

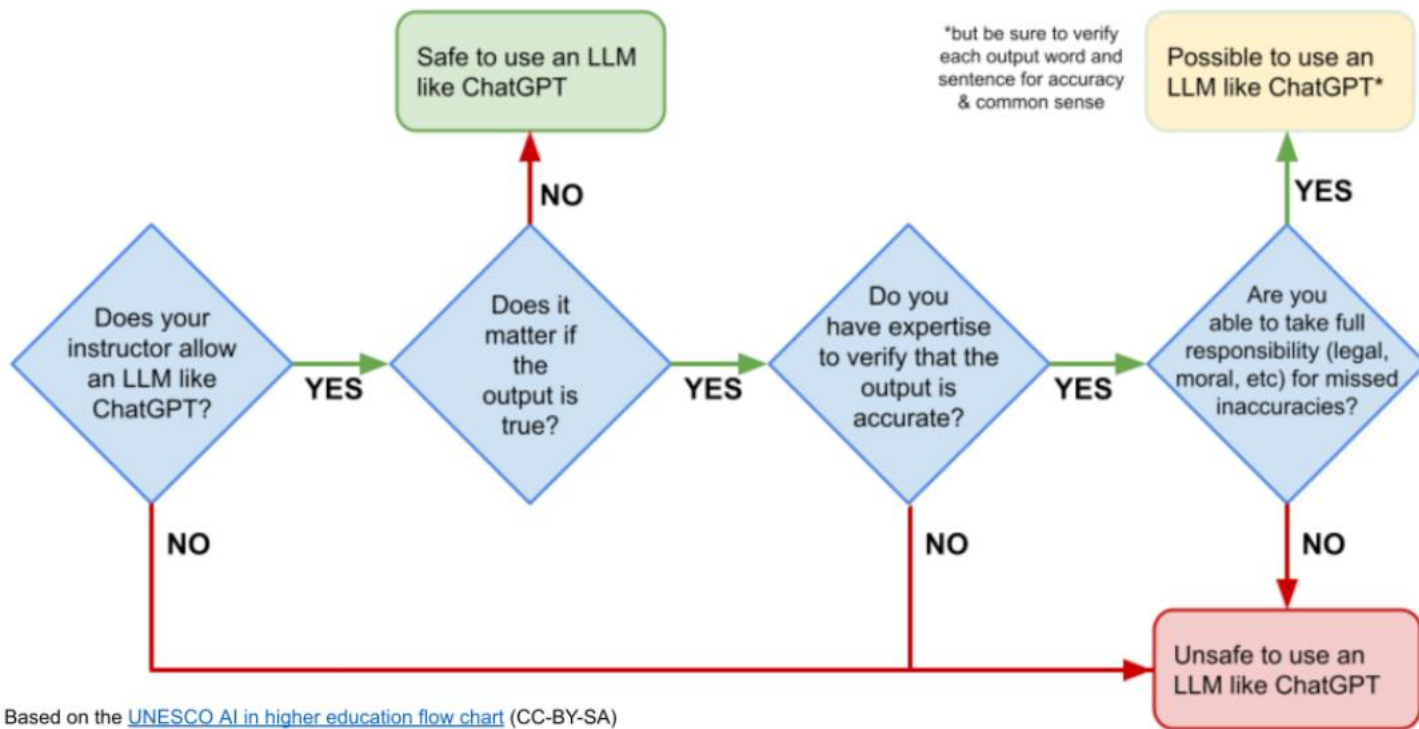
News | Events

- The ATWP seeks a new director.
- Stocktober 2024
- Fall 2024 Write-In Recap
- SSHRC Success
- First-year writing course for Indigenous students featured in The Conversation

[More news](#)

COURSE REGISTRATION & WAITLISTS

Questions to ask if you're considering AI use



Based on the [UNESCO AI in higher education flow chart](#) (CC-BY-SA)

Source: <https://richmccue.com/2023/08/28/generative-ai-academic-assignments-exclude-or-embrace/>

Academic integrity

- Get familiar with UVic's policy and expectations:
<https://www.uvic.ca/students/academics/academic-integrity/index.php>

Plagiarism FAQs

How can I avoid plagiarism?	▼
When should I paraphrase?	▼
How do I paraphrase correctly?	▼
When should I summarize?	▼
How do I summarize?	▼
When should I quote?	▼
How do I quote?	▼
How can I find out how to document my sources?	▼
How do I avoid accidental plagiarism?	▼

Academic integrity

<https://www.uvic.ca/library/help/citation/plagiarism/index.php>

[home](#) » [get help](#) » [citation help](#) » [plagiarism](#)

Plagiarism

– What is plagiarism?

"The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft" (*Oxford English Dictionary online*, 2006). To avoid plagiarizing and maintain your academic integrity, you should:

- Give credit when you use other people's content in your academic work.
- Make sure your assignments and exams are entirely your own original work, not someone else's.

+ Plagiarism at UVic

+ Types of plagiarism

+ Avoiding plagiarism

+ When else should I cite?

+ What don't I have to cite?

Why do students plagiarize?

- Poor time management
- Wanting to get a good grade
- Not knowing how to correctly use and cite source material
- Cultural differences in academic integrity practices



How can I avoid it?!

- Keep track of your sources
- Understand what, when, and how to give attribution
- Practice quoting “...” and paraphrasing
- Leave yourself enough time to write, learn, get feedback, and revise
- Review UVic’s resources, and take Academic Integrity Matters:
<https://bright.uvic.ca/d2l/le/discovery/view/course/132610>
- Use a plagiarism checker??? (NO)
- Ask questions if you’re not sure

How can I avoid it?

Paraphrase:

- After the intervention, children increased in the number of books read per week (Smith & Wexwood, 2010).
- Smith and Wexwood (2010) reported that after the intervention, children increased in the number of books read per week.

Quote:

- According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).
- Jones (1998) found that “students often had difficulty using APA style” (p. 199); what implications does this have for teachers?

Before handing in your work: Understand what is acceptable

The answer to many of your questions is, “It depends,” so find out before you begin.

- “Can I hire an editor or ask my mom to proofread my essay?”
- “Can I work on a take-home exam with another student in the class?”
- “Can I include a relevant part of an essay I wrote last year in an essay I’m writing now?”
- “Can I use an AI tool to help me create an outline, brainstorm ideas, or correct my grammar?”

Ask your instructor if you’re unsure of the expectations for your assignment.

<https://onlineacademiccommunity.uvic.ca/uviclearn/getting-started/integrity-in-practice/>



UVIC Learn
Learner Empowerment and Academic Resource Network

[Home](#) [Resources](#) [Awards](#) [Student Help](#)

Search

Article Index A-Z

Integrity in Practice

[Home](#) » [Getting Started](#) » [Integrity in Practice](#)

About the courses

We have developed the following self-paced Brightspace courses to help you put academic integrity into practice. Each unit explores a current academic integrity challenge you might face as a student at UVic. We offer two courses for students, at the undergraduate and the graduate level. The courses are described below.



Menu

- [Undergraduate students](#)
- [Graduate students](#)
- [How to get help](#)

Do you have questions about Academic Integrity?

Our Academic Integrity Manager, Nancy Ami, is available for one-on-one appointments to help you navigate questions about plagiarism, group work, and the ethical use of GenAI tools.

Email Nancy

UVic resources

- ASC (Academic Skills Centre):
<https://www.uvic.ca/learningandteaching/cac/index.php>
 - 1:1 consultations and workshops for writing, speaking, presentations, study skills, academic integrity, and more!
- Library
 - <https://www.uvic.ca/library/index.php>

UVic Libraries

The screenshot shows the UVic Libraries website homepage. At the top is the UVic logo and 'UNIVERSITY OF VICTORIA'. Navigation links include 'Apply', 'Library', a search icon, and a 'Sign in' button. A secondary navigation bar lists 'Find & borrow', 'Rooms & technology', 'Visit & contact', 'Research & learning', and 'About us'. Below this is a user menu with options like 'Info for...', 'Students', 'Instructors', 'Researchers', 'Students with disabilities', and 'Alumni & community'. The main content area features a large search bar with the text 'Find articles, books, journals, media & more' and a 'Search' button. Below the search bar are four icons: 'Advanced search', 'Databases', 'My library account', and 'Search help'. To the right is a table of library locations and their hours. At the bottom is a dark blue bar with eight icons representing various services: 'Book a study space', 'Assignment help', 'Ask us', 'Workshops', 'Indigenous Hub', 'Media & making', 'Course reserves', and 'Data services'. A large orange banner at the very bottom says 'Welcome to our new website!' and includes a message about the website redesign with a link to 'Learn more about the new site.'

UVic UNIVERSITY OF VICTORIA

Apply Library

UVic Libraries

Find & borrow Rooms & technology Visit & contact Research & learning About us

Info for... [Students](#) [Instructors](#) [Researchers](#) [Students with disabilities](#) [Alumni & community](#)

Find articles, books, journals, media & more

Advanced search Databases My library account Search help

Locations	Today's hours
Mearns - McPherson Library	7:30am – 6pm
Priestly Library	9am – 4:30pm
Special Collections & University Archives	12pm – 4:30pm

Book a study space Assignment help Ask us Workshops Indigenous Hub Media & making Course reserves Data services

Welcome to our new website!

You might have noticed that things are looking different around here! We have completely redesigned the UVic Libraries website to better serve your needs. [Learn more about the new site.](#)

<https://www.uvic.ca/library/research-learning/citation-help/index.php#ipn-citation-help>

UNIVERSITY
OF VICTORIA

ApplyLibrary

 ^

 Online tools

× Sign out

UVic Libraries

Find & borrow ▾Rooms & technology ▾Visit & contact ▾Research & learning ▾About us ▾

 Info for... StudentsInstructorsResearchersStudents with disabilitiesAlumni & community

[Home](#) / Research & learning

Citation help

Citation help

Choose a style guide

Access style guides

Cite your sources using an accepted style guide such as the ones listed below. Check out the style guides and related information below to learn more.

You can also book an [appointment with a librarian](#)  for more citation help.



Scholarly use of GenAI tools

Enter Search Words

Search

This guide provides information on using generative artificial intelligence (GenAI) tools responsibly in scholarly contexts.

Start here

GenAI at UVic

Introduction

UVic policies & guidelines

Microsoft Copilot access

Citing GenAI

Evaluating GenAI

Using GenAI ethically

UVic Libraries GenAI
resources

Introduction

At UVic we are guided in our use of generative AI by the following policies and documents:

- [Position statement on generative AI](#)
- [Academic integrity policy](#)
- [Guidelines on using generative AI in research](#)

The university provides free student and employee access to [Microsoft Copilot Chat](#). Copilot is a generative AI chatbot tool that does not share your user data.

Due to privacy and security concerns, UVic [restricts the use of DeepSeek](#) on the UVic network and for UVic-owned devices. This includes all users and devices on-campus, on UVic wireless networks, or using UVic VPN. UVic discourages the use or installation of DeepSeek on personal devices.

UVic policies & guidelines

[Position statement on GenAI \(Dec 2023\)](#)

[Academic integrity policy](#)

[Guidelines for using generative AI in research](#)

UVic's position statement on generative AI

The University of Victoria:

The ASC online

The screenshot shows the homepage of the University of Victoria Academic Skills Centre. The header includes the university logo, navigation links for 'Learning and Teaching Innovation', 'A-Z', 'Directories', and 'Maps', and a search bar. Below the header is a secondary navigation bar with links for 'Home', 'Undergraduate students', 'Graduate students', and 'Faculty & instructors'. The main content area features a large video player showing three women in a meeting, with a 'Faculty resources' overlay. Below the video is a 'Welcome to the Academic Skills Centre!' section with a brief description of services and a 'BOOK AN APPOINTMENT' button.

University of Victoria Academic Skills Centre

Learning and Teaching Innovation A-Z Directories Maps

Search ASC

Home Undergraduate students Graduate students Faculty & instructors

Academic Skills Centre

Learning & Teaching Innovation

Faculty resources

Course instructors can refer students to our many services and get support for teaching students with English as an additional language.

Welcome to the Academic Skills Centre!

At the Academic Skills Centre (ASC), we offer online and in-person one-on-one tutorials, workshops, and more. As a priority, we actively coach students on [academic integrity](#), including preventing accidental plagiarism. Our free services are available to all University of Victoria students.

BOOK AN APPOINTMENT

We are easy to find!

Come down the main hall of the Mearns Centre for Learning – McPherson Library and turn right at the Learning Commons. We're at the end of the hall.

Meet the team

Services we offer

Academic integrity & GenAI

Learn how to navigate university expectations with confidence. We'll help you understand academic integrity and how to use AI tools responsibly and ethically in your coursework.

Communication & Writing

From essays to presentations to multimodal projects like podcasts or posters, we can help you strengthen your academic communication skills. Get support with structure, clarity, argumentation, and effective use of sources.

Study Strategies & Personalized Support

Improve your learning with practical strategies for time management, note-taking, and critical reading. Plus, get tailored support to meet your unique academic goals.

How to book an appointment

Booking a meeting with an academic support advisor is easy, [using our online booking system](#). Watch below for a tutorial. We also now offer drop-in appointments! [See our schedule for more details](#).

The video thumbnail features the UVIC Learning and Teaching Innovation logo and the title 'HOW TO BOOK AN APPOINTMENT WITH THE ACADEMIC SKILLS CENTRE'. A large red play button is centered over the text. At the bottom, there is a 'Watch on YouTube' button with the YouTube logo.

UVIC Learning and Teaching Innovation

How to book an appointment at the Academic Skills Centre

HOW TO BOOK AN APPOINTMENT WITH THE ACADEMIC SKILLS CENTRE

Watch on YouTube

How the ASC can help

- Make an appointment with an advisor to help you
 - Understand your assignment instructions
 - Brainstorm ideas for a topic, thesis, or argument
 - Understand how to find relevant and appropriate sources
 - Outline and organize a draft
 - Understand expectations of a genre
 - Proofread and edit your draft
 - Understand how to use GenAI tools ethically, effectively, and responsibly
 - Find resources and strategies to help you with writing, speaking, time management, and more!

<https://uvic.mywconline.com>

The ASC Offers

- THREE types of appointments: in person, Zoom, and written feedback
- Academic integrity consultations
- A Graduate Student Writing Room
- Drop in writing help
- Workshops (Check the UVic Events Calendar)

Where to find the Academic Skills Centre

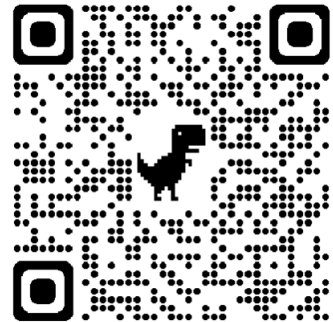


Make appointments

<https://uvic.mywconline.com/>

Visit our website

<https://www.uvic.ca/learningandteaching/cac/index.php>



Booking an appointment

<https://uvic.mywconline.com/>

Aug. 22: Tuesday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	
<u>Madeline</u> (caceal4@uvic.ca) 						
<u>Natalie</u> 						
Aug. 23: Wednesday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	
<u>Kaveh</u> (eal2@uvic.ca) 						
<u>Natalie</u> 						
<u>Gillian</u> (eal1@uvic.ca) 						
Aug. 24: Thursday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	
<u>Madeline</u> (caceal4@uvic.ca) 						

Thank you for coming!

Any questions or comments?

