

**Subject:** This Week at UHWO News Bulletin - Week of January 20

**From:** UH West Oahu News <uhwonews@hawaii.edu>

**To:** uhwo-all-l@lists.hawaii.edu

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## THIS WEEK AT UHWO

a bulletin for UH West O'ahu faculty and staff



Week of January 20

### UH West O'ahu's Dr. James W. Turner publishes article in prestigious, international anthropology journal

Congratulations to UHWO Associate Professor of Anthropology Dr. James W. Turner on the publication of his article "Listening to the Ancestors: Kava and the Lapita Peoples" that appeared in *Ethnology: An International Journal of Cultural and Social Anthropology*. Turner's article discusses the ethnology, archaeology and linguistics associated with beliefs and practices involving non-literate religious traditions, kava, Lapita peoples and the Proto-Oceanic language. *Ethnology*, published quarterly by the University of Pittsburgh, was founded in 1962 by George P. Murdock, to share empirically informed theoretical contributions and is one of the premier journals in anthropology.

### Laulima 2015 Updates and Visual Design workshop, Jan. 31

Learn about Laulima updates and changes to user navigation tools since the recent upgrade to Sakai version 2.9.3. Get tips and tricks to enhance your online course or Laulima site from Assistant Specialist Sharla Hanaoka. Sharla is chair of the Distance Education Committee as well as Instructional Designer and hosts workshops throughout the semester to assist faculty with improving the online learning environment. Happening from 2:15-3:15 p.m. in E139. See attached flyer for more details.

### New Pueo Express shuttle service extended hours begin this semester

Starting this spring, the Pueo Express shuttle will run continuously from 6:30 a.m.-7:30 p.m. Monday-Thursday, and 7:30 a.m.-5 p.m. Friday excluding state holidays. The shuttle runs between UH West O'ahu, the Kapolei Transit Center, Waipahu Transit Center and Leeward Community College, picking up and dropping off riders approximately every 15 minutes at the UH West O'ahu turn-around near the flag poles. See the [UHWO flickr page](#) for [photos of shuttle driver Uncle Ted Makuakane and the Pueo Express shuttle](#).

### Spring at the No'eau Center

The No'eau Center and testing center spring hours of operation are Monday-Thursday, 8 a.m.-5 p.m. and Friday, 8 a.m.-4 p.m. Faculty and students who plan to use the testing center are encouraged to review both the student and faculty informational flyers for rules and regulations for testing center use (see attached). See also "Events this week" for information on this week's Academic Success Kit workshops and attached workshop schedule for the rest of the semester. For more information, contact 689-2750 or [uhwowc@hawaii.edu](mailto:uhwowc@hawaii.edu)

### Spring 2015 UHWO Student Organic Garden Weekend Work Parties

Volunteers are needed to help Dr. Albie Miles and the UHWO Eco Club take care of the UHWO Student Organic Garden! Attend a UHWO Student Organic Garden Weekend Work Party and help to prepare soil, build compost, install irrigation, sow seed, and weed along with fellow students, faculty and staff. The garden is located between the Classroom and

Laboratory Buildings. Weekend work parties will happen from 8-11 a.m. on Saturday,

- Jan. 31
- Feb. 14
- Feb. 28
- March 14
- March 28
- April 11
- April 25

Your help is greatly appreciated! Please dress appropriately and bring water and snacks to share with other volunteers. For more information, contact Dr. Albie Miles at [albie@hawaii.edu](mailto:albie@hawaii.edu)

## Familiar faces

View [photos](#) from the [first day of spring 2015](#) and the [Jan. 16 Math+Science+x Seminar: Panels of Opportunities for faculty and students](#) on the [UH West O'ahu flickr page](#).

## UHWO in the News

Learn more about the UH West O'ahu Band and University Chorus in the Jan. 14 MidWeek article "[Make Sweet Music with UHWO.](#)"

Congratulations to UHWO student Carly Young on becoming Fourth Princess on Jan. 10 at the 66th Annual Narcissus Pageant. View the [Hawaii News Now story](#) for more information.

## Events this week

The **No'eau Center presents the Academic Survival Kit: A Workshop series** this week. The **Literature Review Workshop** happens today Tuesday, Jan. 20 from 11 a.m.-noon and Wednesday, Jan. 21 from 12:30-1:30 p.m. The **Research Papers Workshop** happens today, Tuesday, Jan. 20 from 12:30-1:30 p.m. and Wednesday, Jan. 21 from 11 a.m.-noon. All workshops take place in the No'eau Center B203 (library second floor). For more information, contact 689-2750 or [uhowoc@hawaii.edu](mailto:uhowoc@hawaii.edu). See attached flyer for complete list of workshops this spring.

Find out what's new at the library this semester! The [UHWO Library](#) will host an **open house** on Wednesday, Jan. 21 from 10 a.m.-noon in the Library foyer. Coffee and refreshments will be served. All are welcome.

For the latest UH West O'ahu event information, view and submit listings to the UHWO [website calendar](#).

Want to include your story in the This Week at UHWO News Bulletin? Submit a [Communications Request Form](#) to the UH West O'ahu Communications Department.



University of Hawai'i - West O'ahu  
91-1001 Farrington Highway, Kapolei, Hawai'i 96707  
ph: 689-2800 | [www.uhwo.hawaii.edu](http://www.uhwo.hawaii.edu)

Find out what's new at the  
UHWO Library this semester

Join us for a  
**SPRING OPEN  
HOUSE**



**Wednesday, January 21  
10:00am-noon**

Coffee and refreshments will  
be served

**UH WEST O'AHU LIBRARY**



# DISTANCE EDUCATION



UNIVERSITY  
of HAWAII®  
WEST O'AHU

# LAULIMA WORKSHOPS

**// Laulima 2015 Updates and Visual Design //**  
**Wednesday, January 28, 2015 from 2:15 - 3:15 p.m., E139**

Laulima has been upgraded to Sakai version 2.9.3. Come and learn about the updates and changes to the user navigation and different tools. Utilize these changes to enhance your overall course or Laulima site. Listen to tips and tricks on design from our Instructional Designer. Be prepared to create your own page design.



**// Laulima Winner Showcase //**  
**Wednesday, February 25, 2015 from 1:00 - 1:50 p.m., E139**

Join us for Spring 2015 Laulima Showcase featuring the winner of the Laulima Innovation Award 2014! Dr. Stefanie Wilson, the recipient of the UHWO Outstanding Teaching with Laulima Innovation Award for 2013-2014, Business Administration Professor, will be presenting her winning course. The Showcase is a time of sharing ideas, tips, and tricks for using Laulima through a demo and interactive discussion.



**// Designing Activities for Online Assessment //**  
**Wednesday, April 29, 2015 from 2:15 - 3:15 p.m., E139**

In our last series of Fall workshops, we were introduced with a variety of learning tools and methodology. You probably recognized most of them from your classroom instruction. However, after the workshops finished, it you left wondering, "well, what next?!?". Designing learning activities that are genuinely engaging and stimulating can be challenging. Come and hear some online directed suggestions that utilize the technology tools. Also bring in one of your classroom projects and have them assessed by your peers.

Questions, contact Sharla Hanaoka ([shanaoka@hawaii.edu](mailto:shanaoka@hawaii.edu))  
Co-sponsored by CTLE, Distance Education, and Information Technology.

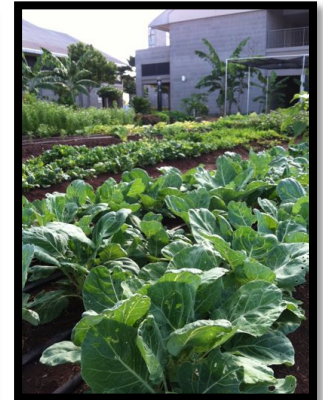
# UHWO Student Organic Garden Weekend Work Party Series



**Description:** Please join Dr. Albie Miles, Assistant Professor of Sustainable Community Food Systems, and the Eco-Club for a series of hands-on weekend work parties in the UHWO Student Organic Garden. We will meet on the following Saturdays from 8-11 am to prepare soil, build compost, plant fruit trees, install irrigation, sow seed and weed. All are welcome. Please come prepared for physical work. Bring water, snacks to share, work clothes, sun hat, change of shoes, and any other essential person items. We look forward to working with you!

## UHWO Student Organic Garden Work Party Schedule: Spring 2015

1. Sat. Jan 31st
2. Sat. Feb. 14th
3. Sat. Feb. 28th
4. Sat. March 14th
5. Sat. March 28th
6. Sat. April 11th
7. Sat. April 25<sup>th</sup>



# NO'EAU CENTER

## TESTING HOURS:

MONDAY-THURSDAY 8AM-5PM

FRIDAY 8AM-4PM

CLOSED HOLIDAYS

*\*REVISED HOURS DURING BREAKS*



**To make an appointment or to get more information:  
Call 689-2752 or Email [uhwotest@hawaii.edu](mailto:uhwotest@hawaii.edu)**

## *Testing Center Information for Faculty*

- 1) Remind students to plan ahead and schedule a test appointment. This will help ensure proper testing details and ADA accommodations are in place.
- 2) Students should notify testing center of any ADA accommodations necessary to complete exam.
- 3) Discuss exam guidelines (i.e. approved test materials, test dates, test time) with your students.
- 3) Submit completed Proctor Request form at least (5) business days prior to the start of testing window. Make sure to specify exam guidelines (i.e. time, date and materials allowed). The Proctor Request form does not establish your students' test appointments.
- 4) In order to ensure test integrity, changes or corrections to exams will NOT be made by No'eau Testing Staff. A revised test must be submitted by the course instructor.
- 5) Submit hard copy exams if: a) individual exams are longer than (12) pages or b) more than (4) exams are being administered.
- 6) If applicable, submit necessary test materials (i.e. green books, scantron sheets).

UNIVERSITY OF HAWAI'I—WEST O'AHU

Address: 91-1001 Farrington Highway, Kapolei, HI 96707

Room: Library B-203

Phone: (808) 689 – 2752

Email: [uhwotest@hawaii.edu](mailto:uhwotest@hawaii.edu)



# UNIVERSITY of HAWAI'I

## WEST O'AHU

### TEST PROCTORING REQUEST FORM

<b>Faculty member:</b>	<b>Student name:</b>
<b>Office phone:</b>	<b>Phone number:</b>
<b>Cell/ emergency #:</b>	<b>UH E-mail address:</b>
<b>E-mail address:</b>	<b>Appointment date:</b>

**Course alpha and number:**  
**Title of test:**  
**Date(s) and time(s) on which the test may be administered:**  
**(Please give at least a 3 day range):**

EXAM GUIDELINES	
<b>Time Allowed:</b>	
<b>Notes:</b>	
<b>Open Book:</b>	
<b>Calculator:</b>	
<b>Scratch Paper:</b>	
<b>Other:</b>	

*\*Note: Any special material, equipment, computer programs, etc. will need to be provided by the instructor.*

Instructions for "paper" tests	Instructions for online tests
<input type="checkbox"/> Student writes on test <input type="checkbox"/> Scantron or other answer sheet provided by instructor <input type="checkbox"/> Other instructions:  Unmarked tests should be: <input type="checkbox"/> Returned <input type="checkbox"/> Shredded	URL: Password: <input type="checkbox"/> Headphones needed for audio <input type="checkbox"/> Microphone needed for recording  Is test automatically timed by online testing system? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments or additional instructions</b> (attach another sheet if more space is needed):	

Instructions for completed test:
<input type="checkbox"/> Instructor will pick-up test materials <input type="checkbox"/> E-mail test materials to instructor. Keep original on file after sending? <input type="checkbox"/> Yes, keep until (date): _____ <input type="checkbox"/> No

Submit completed form to testing services in the No'eau Center along with any necessary materials.  
 uhwotest@hawaii.edu | 689-2752 | Library room B205

# NO'EAU CENTER



Take your test **HERE**  
No'EAU Center B203

**TESTING HOURS:**  
**MONDAY-THURSDAY 8AM-5PM**  
**FRIDAY 8AM-4PM**  
**CLOSED HOLIDAYS**

*\*Revised Hours during Finals and Breaks*

**To make an appointment or to get more information:  
Call 689-2752 or Email [uhwotest@hawaii.edu](mailto:uhwotest@hawaii.edu)**

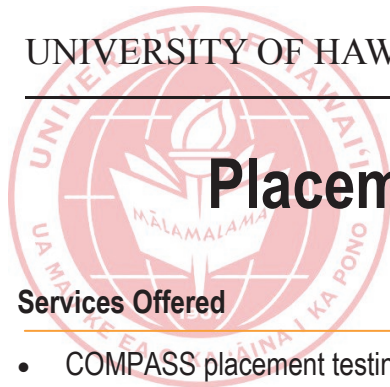
## **Testing Center Information for Students**

- 1) Plan ahead and schedule a test appointment. This will help ensure proper testing details and ADA accommodations are in place.
- 2) Inform testing center of any ADA accommodations necessary to complete exam.
- 3) Discuss exam guidelines (i.e. approved test materials, test dates, test time) with your Course Instructor.
- 4) Bring a valid photo ID (i.e. UH student ID, State ID, Driver's License, or Military ID)
- 5) Review Testing Center Rules and Regulations

UNIVERSITY OF HAWAII—WEST O'AHU  
Address: 91-1001 Farrington Highway, Kapolei, HI 96707  
Room: Library B-203  
Phone: (808) 689 – 2752  
Email: [uhwotest@hawaii.edu](mailto:uhwotest@hawaii.edu)







# Placement & Proctoring Testing Services

\*Photo Id is required for all testing services

## Services Offered

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- COMPASS placement testing
- Proctoring services for all UH system students, including make-up exams for courses offered at UH system campuses, ADA Accommodations, and both on-line and written tests for Distance Education (DE) courses.
- Proctoring services for non-UH System Institutions and specialized testing (fee)

UH system students with an active UH Login and Student ID# receive testing services for free. The name of the student must be on the class list provided by the instructor to the testing center staff.

## Compass Placement Testing

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- Valid photo ID
- Active UH ID number. Students who do not have a UH ID number are not eligible to take Compass testing at UHWO.
- Math scores are valid for (2) years, there is no expiration deadline on the Writing score

**Cost:** Student's initial Compass test is free. Students may re-take the COMPASS test if they believe that the placement score does not reflect their current skill level. However, multiple re-takes are not recommended. A \$25 cash fee is charged after the initial COMPASS test (one math, one writing). This fee must be paid at the UHWO Cashier's office (cash only) prior to the testing appointment.

## Proctoring Services for non-UH System Institutions

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- There is a test proctoring fee of \$25 cash per hour.
- This fee is applied to all proctoring requests for institutions outside of the UH system.
- The fee is payable to the Cashier's office (cash only) and must be paid prior to the testing appointment.

## Rules and Regulations

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- Appointments are strongly encouraged. This will help ensure proper testing details and ADA accommodations are in place.
- Please Notify No'eau Testing Staff if ADA accommodations are required.
- Valid ID Required (i.e. UH Student ID, State, Driver's License, Passport)
- The testing room is under video surveillance
- All exams must be completed within the Hours of Operation
- No Cell Phones, PDAs, ipods, or other electronic devices
- No food or beverages
- Children are not allowed
- Online testers are prohibited from opening additional browser windows
- Online testers must have proctor verify "Finish / Submit" has been clicked
- Proctors are required to report any unusual activity to course instructors
- No additional equipment or materials allowed in testing room—unless specified by course instructor via "Proctor Request" Form

# A.S.K.

## Events & Workshops

No'eau Center

Academic Success Kit

Spring 2015

### EVENTS

DATE	TIME	EVENT
February 3	10:00 AM – 2:00 PM	No'eau Open House
February 4		
March 17	10:00 AM – 2:00 PM	West and Welaxation
March 18		
April 1	10:00 AM – 2:00 PM	Opportunities Fair
April 28	5:00 PM – 9:00 PM	Cram Jam
April 29		

### WORKSHOPS

DATE	TIME	WORKSHOP
January 20	11:00 AM – 12:00 PM	Literature Review
	12:30 PM – 1:30 PM	Research Papers
January 21	11:00 AM – 12:00 PM	Research Papers
	12:30 PM – 1:30 PM	Literature Review
January 27	11:00 AM – 12:00 PM	Grammar Workshop
	12:30 PM – 1:30 PM	MLA Workshop
January 28	11:00 AM – 12:00 PM	MLA Workshop
	12:30 PM – 1:30 PM	Grammar Workshop
February 3	11:00 AM – 12:00 PM	APA Workshop
	12:30 PM – 1:30 PM	ASA Workshop
February 4	11:00 AM – 12:00 PM	ASA Workshop
	12:30 PM – 1:30 PM	APA Workshop
February 10	11:00 AM – 12:00 PM	AAA Workshop
	12:30 PM – 1:30 PM	Chicago Manual Workshop
February 11	11:00 AM – 12:00 PM	Chicago Manual Workshop
	12:30 PM – 1:30 PM	AAA Workshop
February 17	11:00 AM – 12:00 PM	How to Write an "A" Paper
	12:30 PM – 1:30 PM	Mastering Math
February 18	11:00 AM – 12:00 PM	Mastering Math
	12:30 PM – 1:30 PM	How to Write an "A" Paper
February 24	11:00 AM – 12:00 PM	Study Skills
	12:30 PM – 1:30 PM	Senior Project & Multimedia Presentations
February 25	11:00 AM – 12:00 PM	Senior Project & Multimedia Presentations
	12:30 PM – 1:30 PM	Study Skills
March 3	11:00 AM – 12:00 PM	Resumes & Interviews
	12:30 PM – 1:30 PM	Stress & Time Management
March 4	11:00 AM – 12:00 PM	Stress & Time Management
	12:30 PM – 1:30 PM	Resumes & Interviews
March 10	11:00 AM – 12:00 PM	Academic Ownership: Avoiding Plagiarism
	12:30 PM – 1:30 PM	Exam Prep Skills
March 11	11:00 AM – 12:00 PM	Exam Prep Skills
	12:30 PM – 1:30 PM	Academic Ownership: Avoiding Plagiarism

No'eau Center – Library Room B203 – Phone: 689-2750  
uhwowc@hawaii.edu – [www.tinyurl.com/noeaucenter](http://www.tinyurl.com/noeaucenter)

# A.S.K.

# Events & Workshops

## No'eau Center

### Academic Success Kit

## Spring 2015

#### Literature Reviews

Join us as we walk students through finding peer reviewed journal articles via research databases, and using them to generate ideas regarding their respective topics based on previous research.

#### Research Papers

This workshop will walk students through utilizing the library's research database and constructing their own content analysis. It also includes instructions on proper in-text citations and paraphrasing to avoid plagiarism.

#### Grammar Hammer

Grammar refers to more than just being articulate or making sense in your writing. It's also about separating third and first person points of view, and learning the difference between informal and formal tone. This workshop will give you the tools you need to speak and write in an academic environment

#### MLA Workshop

This workshop on the Modern Language Association (MLA) will cover documenting sources, in-text citations, and preparing references.

#### APA Workshop

This workshop on the American Psychological Association (APA) will cover documenting sources, in-text citations, and preparing references.

#### ASA Workshop

This workshop on the American Sociological Association (ASA) will cover documenting sources, in-text citations, and preparing references.

#### AAA Workshop

This workshop on the American Anthropological Association (AAA) will cover documenting sources, in-text citations, and preparing references.

#### Chicago Manual Workshop

This workshop on the Chicago Manual of Style will cover documenting sources, in-text citations, and preparing references.

#### Multimedia Presentations

A PowerPoint or Prezi slideshow is a great visual aid, but can be hindrance to your presentation if it's not structured appropriately. Learn how to construct a multimedia presentation that's both informative and uncluttered.

#### Writing "A" Papers

This workshop will cover thesis construction, developing clear organization, and selecting appropriate evidence to persuade your reader.

#### Mastering Math

Having a difficult time adjusting to the demands of a college math course? Don't get mad, get glad! Attend this workshop for some calming math strategies.

#### Study Skills

What kind of learner are you? Receive tips on taking better notes to retain information relating to course readings and learn different ways to study.

#### Stress & Time Management

Are you stressed out? Learn helpful habits and strategies to cope with stress and anxiety, in addition to different ways to balance your work schedule and social life.

#### Resumes & Interviews

Learn to construct a presentable resume and participate in mock interviews. This workshop will give you tips on how to make a lasting impression and separate yourself from the pack.

#### Dress for Success

First Impressions are key, whether you are giving a presentation or interviewing for a new job. This workshop will give you tips on how to dress for the job you aspire to have.

#### Exam Prep Skills

Midterms and finals don't have to be as difficult as they're made out to be. Learn strategies to study more efficiently, and tips to gain the most out of your study groups from experienced students.

#### Academic Ownership

In academic writing, there is a thin line between originality and plagiarism, and the blurring of those lines happens when you don't cite properly. Learn strategies to alleviate your risk of plagiarism, and about the consequences of failing to do so.

#### Senior Project

Senior projects can be extremely challenging if you're not prepared. This workshop will teach you strategies on how to meet your deadlines, organize your paper, and make the most of your final presentation.