Making Your Speech Lab Appointment

**Step 1:** Access the student services through [gvsu.edu/bookit/](http://gvsu.edu/bookit/)

**Step 2:** Create new appointment

**Step 3:** Choose the service you need assistance with

- **Research Consultants** can:
  - Understand your assignment
  - Focus on your topic
  - Explore existing research
  - Find sources
  - Check if sources are peer-reviewed
  - Read and evaluate sources
  - Avoid plagiarism
  - Cite sources correctly

- **Digital Skills Consultants** can:
  - Build confidence with technology
  - Brainstorm topics
  - Learn new hardware and software
  - Communicate online
  - Create charts and graphs
  - Engage with social media
  - Edit and revise media projects

- **Writing Consultants** can:
  - Draft, revise, and edit your paper
  - Understand your assignment
  - Outline ideas
  - Make an argument
  - Support ideas with evidence
  - Process feedback
  - Avoid plagiarism
  - Cite sources correctly

- **Speech Consultants** can:
  - Select a topic
  - Craft a speech and visual aids
  - Outline and organize
  - Practice and record
  - Manage speech anxiety
  - Speak in conversation
  - Cite orally
  - Avoid plagiarism

**Step 4:** Select the location and date details of your appointment

- Your appointment should state your desired service at the top

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**I would like to schedule a:**

- **speech consultation**

**Class:**

- **General session**

**Is this a group consultation?**

- [ ] Yes

**Appointment Length**

- 30 minutes
- 1 hour

**Uploaded file**

- [Upload File 1](#)

  If you have any supplementary information, such as an assignment sheet or rubric, feel free to upload it here.

- [Upload File 2](#)

  If you have any more supplementary information, upload it here.

**Location**

- Any Face-To-Face Location

**Start Date**

- 01/26/2024

**End Date**

- 02/03/2024

Please select a start and end date. These dates will be used to show you available appointments.

**Consultant**

- Select a consultant

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● You have the ability to make your appointment one-on-one or group
  ○ You may add other students to the appointment as needed for group projects and presentations
  ○ Input the emails of your groupmates

I would like to schedule a:
  speech consultation

Class
  General session

Is this a group consultation?
  □ No  ☑ Yes

First Name  Last Name  Email

Add an email

Appointment Length
  ☑ 30 minutes  □ 1 Hour

Upload a file
  Upload File

If you have any supplementary information, such as an assignment sheet or rubric, feel free to upload it here.

Upload an additional file
  Upload File 2

If you have any more supplementary information, upload it here.

● Notice that you can upload files as well
  ○ This can be used for outline, rubrics, and any other materials that may help give your consultant additional information

● Now, select your desired location
  ○ The Speech Lab as well as other student services offer in-person and online consultation options
  ○ There are two designated in-person locations for the speech lab
    ■ 154 Lake Michigan Hall (Mon-Thurs 9-4, Fri 9-1)
    ■ Mary Idema Pew Library Knowledge Market (Mon-Thurs 4-9, Sun 4-9)

I would like to schedule a:
  speech consultation

Class
  General session

Is this a group consultation?
  □ No  ☑ Yes

Appointment Length
  ☑ 30 minutes  □ 1 Hour

Upload a file
  Upload File

If you have any supplementary information, such as an assignment sheet or rubric, feel free to upload it here.

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Location
  □ Any Face-To-Face Location
  □ Virtual
  □ Allesch Center
  □ Digital Classroom
  ☑ VY Speech Lab 154 UMH
  ☑ Mary Idema Pew Library Knowledge Market
  □ Writing Center
  □ Grace Hall

Consultant
  Select a consultant

Back
- Or select virtual
  - From there you should select the range of dates that you have for availability by choosing start date and end date

I would like to schedule as:

speech consultation

Class

General session

Is this a group consultation?

- No
- Yes

Appointment Length

- 30 minutes
- 1 Hour

Uploaded a file

Uploaded File 1

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Uploaded an additional file

Uploaded File 2

If you have any more supplementary information, upload it here.

Location

Any Face-To-Face Location

Start Date

01/06/2024

End Date

02/02/2024

These dates will be used to show you available appointments.