

Writing Center

Phone: 805-493-3257

Email: writingcenter@callutheran.edu

Location: Pearson Library, Darling Collaboration Suite #132

Website: www.callutheran.edu/students/writing-center/

Hours of Operation:

Monday - Thursday 10:00am – 8:00pm

Friday - 10:00am – 2:00pm

Sunday - 2:00pm – 6:00pm

Closed Tuesday and Thursday 11am – 12pm

* Summer Hours will vary; please check the scheduler.

WHAT IS THE WRITING CENTER?

The CLU Writing Center is a service for all registered CLU students, faculty, staff, and alumni to get assistance with their assignments and learn new strategies for writing. We assist clients with any stage of the **writing process** – from brainstorming to making final edits – and we encourage clients to make appointments early. Our consultants can help with **any kind of writing**, including class papers, presentations, group projects, resumes and cover letters, and creative writing work. Come meet our highly-trained graduate and undergraduate consultants!

HOW DO I CONTACT THE WRITING CENTER?

To visit the writing center and meet with a consultant, all individuals **must make an appointment** through MyCLU. To do so, please visit our webpage (see above) and click the “Schedule an Appointment” link in the sidebar. You will need to register in our system upon your first login. Then, click on any white open slot and sign yourself up for a **30-min or 60-min appointment**. All CLU members are allowed two **one-on-one in-person or online** hours of appointments per week.

We encourage you to schedule an appointment a few days before the assignment is due. This does three things: 1) it gets you thinking about the assignment before panic time, 2) helps ensure that you will be able to meet with a consultant at a time that works for you, and 3) allows you time to implement changes and perhaps schedule a second appointment. Most students will visit the Writing Center multiple times for one assignment so booking early will ensure that you get the time slot you require. For questions or assistance, you can also contact us by phone or email (see above), or by stopping in.

WHAT SHOULD I EXPECT DURING MY APPOINTMENT?

You will work one-on-one with a trained tutor to examine your paper for organization, thesis statement, evidence use and citation, grammar, writing style, clarity, fulfilling the assignment, and overall development. Your consultant will assist you with your questions and writing issues but will not correct or edit your paper for you. Instead, he or she will engage you in a conversation about your work and teach you about your own strengths and weaknesses. Then, the consultant will **teach you new strategies** for creating stronger papers.

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WHAT ELSE DOES THE WRITING CENTER OFFER?

If students cannot visit the Writing Center, our website has a number of important guides and handouts. There you can find information on writing related topics, documentation style guides, presentation checklists, and more! Check out our resources here: <http://www.callutheran.edu/students/writing-center/resources.html>

In addition to one-on-one consultations, the writing center holds regular workshops, social events, and special projects for students and faculty on campus. These free events are informative and productive sessions to help you learn more general concepts and practice important skills with other students. Check out our events page for information on our workshop dates, social events, and writing group announcements!

WHAT ARE THE WRITING CENTER POLICIES?

- **Arrival:** When you arrive at the Writing Center, please check in with the admin at the front desk. As a part of our distraction-free environment, the Writing Center does not tolerate lateness. If you know you will be late, please call us. **If you are more than 10 mins late to 30-min session or 15 mins late for a 1-hour session**, your appointment will be cancelled, and you will be marked as a no-show for that appointment. Missing two appointments without prior cancellations will result in your account being locked out of our system.
- **Editing:** The Writing Center is **not an editing or proofreading service**. Writing Specialists will not write your papers for you or perform line-by-line editing to fix your mistakes. You cannot leave a paper to be corrected by a consultant. You must be present and prepared to learn. Since we aim to help you become better writers, our goal is to have a conversation about your writing.
- **Real-Time Appointments:** The consultant will not read your entire draft and comment on it before your arrival. We read and discuss your writing in real-time, only when you arrive for your online or in-person session
- **Preparedness:** You must be prepared for tutoring by bringing specific writing-related questions and all necessary materials, including a copy of the paper, assignment instructions and prompts, outlines, pre-writing materials, and research. If you have already worked on an essay with a tutor, bring a new copy of your revised draft to your next session, demonstrating that you have attempted to apply what you have learned.
- **Grades:** Writing Consultants will not discuss a grade you have received or anticipate a grade you may receive. Professors assign grades--not Writing centers staff. Writing consultants also will not offer commentary on a professor's written feedback.
- **Multiple Appointments** – While students can have two hours worth of appointments, they cannot be back-to-back appointments. There must be some time between appointments so that the student can revise their work and learn strategies. Long papers (more than 10 or 15 pages) generally require more than one appointment, so please plan your time accordingly.
- **Group Assignments** – You can make an appointment for group projects but please make sure all members attend the appointment. If you have a group paper, know that we prefer to work with each student on the part that he or she contributed to the paper. If one student is not present, we will not be able to discuss their work.