

## Using the Writing Center: FAQ for Faculty

What does the Writing Center do?

The Writing Center strives to support any writer on campus in reaching ~~short~~ long-term goals. Our mission is to empower students to invest in themselves as academic writers and, ultimately, apply skills and strategies they practice with a tutor to their own work.

Who can use the Writing Center?

Any current undergraduate or graduate student at Lake Forest College can use the Writing Center.

What kinds of papers can my students take to the Writing Center?

Peer Tutors are trained to work on analytical, argumentative academic ~~2 (u)e(s)-5 (u)-4( ar)ay2 (u( ar))~~ critique, analysis, argumentative, and research papers. Tutors ~~can~~ teach students ways to edit application essays and creative works (stories, plays, etc.) for grammatical ~~clarity~~ clarity. They cannot advise on structure and content.

Can tutors help my students with citation and bibliography format?

Tutors can show students the mechanics of ~~text~~ citation, but they are trained to direct students to librarians for [help in using specific bibliographic styles](#)

Do tutors work on take-home essay exams?

Tutors trust clients to tell them if the professor has given permission to work on the essay exam. If you do not want take-home essay exams to be reviewed with a tutor, please tell your class and write this on the assignment sheet.

How can I familiarize my students with Writing Center services?

- x Show them the [Writing Center website](#) and how to use the [online scheduler](#)
- x Visit the Writing Center in Hotchkiss (lower level) with your class
- x Invite the Director of Writing Programs ([snccabe@lakeforest.edu](mailto:snccabe@lakeforest.edu)) or Writing Center Coordinator to your classroom
- x Include a Writing Center note in your syllabus and ~~is~~ distribute a Writing Center flyer (see last page)

How can my students make appointments?

- x Use the [online scheduler](#) link on the [Writing Center homepage](#)
- x Call or email the Coordinator at [bakley@lakeforest.edu](mailto:bakley@lakeforest.edu)
- x Note: Walk-in appointments cannot be reserved; they are first come, first served.

What is the difference between a standing, regular, and walk-in appointment?

- x A standing appointment is a weekly appointment on the same day, at the same time, with the same tutor. In a standing appointment, professors and students identify ~~ing~~

term writing goals, and tutors help students develop skills to reach these goals using reading or writing assignments throughout the semester.

- x A regular appointment is one, forty-five-minute session that targets issues in one draft from one course. A regular appointment should take place after the student has a working understanding of the assignment and a topic provided or approved by the professor.
- x A walk-in appointment is a brief, twenty-minute session in which specific questions are answered and small sentence-level or broad writing process-related skills such as skeletal outlines or how to write conclusions, and so on, are quickly addressed.

- x A student does not need to have a draft, but they should have a working understanding of the assignment, ideas they need help articulating, a specific topic you have assigned or

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- x They cannot use the online scheduler to reserve the same time on the same day with the same tutor; if they want a weekly appointment, they must contact the Writing Center Coordinator ([oakley@lakeforest.edu](mailto:oakley@lakeforest.edu)).

Can I send pairs or small groups to work with tutors?

- x Yes—however, please let the Coordinator know this may be happening and why.
- x For example, should tutors prepare to help a pair revise an introduction they wrote together? Or should tutors prepare to review comma splices and then help two students proofread their own work for comma splices?

How can I support nonnative speakers and writers developing fluency?

- x Review the "Supporting International and Bilingual Students" section at the bottom of our [Faculty Resources](#) webpage—particularly the "Helpful Practices for Working with International/Bilingual Students and Their Tutors" document
- x Correlate your feedback on drafts to the Detailed Menu at the back of the Hacker manual
- x Ask the Coordinator to review a piece of the student's writing so she can better recommend particular strategies, resources, or ways to use the Center
- x Contact the Coordinator for student resource ideas including online grammar checkers and vocabulary websites
- x Contact the Director of Writing Programs and the Coordinator for questions regarding workshops specifically for writers developing fluency

See next page for a flyer you can print and distribute to students.

The Writing Center Coordinator is Kate Oakley at [oakley@lakeforest.edu](mailto:oakley@lakeforest.edu)

The Director of the Center for Academic Success, which houses the Writing Center and the Quantitative Resources Center, is Dawn Atkins at [abtparki@lakeforest.edu](mailto:abtparki@lakeforest.edu)

The Director of Writing Programs, your liaison to the Center, is Tracy McCabe at [mccabe@lakeforest.edu](mailto:mccabe@lakeforest.edu). Tracy is available for consultation about teaching writing and she oversees the College Writing 100 course.

A Quick Introduction to the Writing Center (Hotchkiss Hall, lower level)

What kind of appointment is right for you?

I NEED HELP WITH...	STANDING	REGULAR	WALK-IN
Improving my writing skills in general	7		
Starting big research papers/projects	7		