



Writing Center FAQs: Faculty & Staff Edition

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Fall 2021 Hours

Drop-in and appointment

Monday Thursday, 10 a.m. – 5 p.m.
Tuesday & Wednesday, 10 a.m. – 8 p.m.
(6-8 by appointment only, scheduled 24 hours
in advance)

Friday, 10 a.m. – 11 a.m.
Sunday, 4 p.m. – 8 p.m.
(7-8 by appointment only, scheduled 24 hours
in advance)

What does the Writing Center do for students?

For most projects, writers and consultants meet for 45 to 50 minutes. These interactive discussions are designed to help writers make informed decisions about their writing. Although we focus on one project (or portion of a project) in each session, our overall goal is for writers to learn strategies that can transfer to all of their work. Each session is tailored to the needs of the writer, with the emphasis on teaching.

What support is available?

In Fall 2021, we offer face-to-face sessions in the Writing Center and synchronous sessions via WebEx and Google Docs. Information about creating appointments is below. Students can also drop in with quick writing questions or email us at writingcenter@wcsu.edu. You are welcome to email as well with any questions.

How do students make appointments?

Students can schedule appointments through the Writing Center website, which they access through their Windows sign-on. Login is available through any computer or mobile device to schedule and modify appointments. The Writing Center website can also be found through the Tutoring link on the Essentials section of the WCSU website or through [Help is Here](#) links on Blackboard.



Are appointments required?

Appointments are strongly encouraged, as we do have a limited schedule, but we accept walk-ins if the time is available. Except in special circumstances, students may schedule up to three appointments per week, one appointment per day, and up to six weeks in advance.

Does a writer need to provide a full draft?

No! We help at any stage of the writing process: understanding assignments; brainstorming and expanding ideas; developing a thesis, claim, or research question; evaluating and incorporating sources; outlining and organizing drafts; documenting and citing sources; strengthening grammar and mechanics; and other customized forms of support.

Can students get help with documentation and citation?

We use the most recent versions of citation styles: MLA 8th edition through the end of this semester; CMOS 17th edition; APA 7th edition; ASA 6th edition; and other styles as needed. **Please contact us** if you are using a different edition or your own version of a style so we may better support your students.

What can I do to help students get the most from their visit?

Please provide students with a **clear, written assignment sheet for every assignment**. If you know you will have many students visiting, you may also [email](#) your assignment to us, with any specific notes. If you want to be sure the assignment is clear, we can help. Please see the bottom paragraph.

Do consultants write papers for students or act as proofreaders?

The Writing Center abides by the WCSU [Academic Honesty Policy](#). We use a mix of directive and non-directive strategies to help writers do their own work. Consultants do not simply “fix” or proofread papers. The ultimate responsibility for the final product always remains with the writer.

Is the Writing Center only for weak writers?

The Writing Center is for all WCSU students from any major, any course, freshmen through graduate students. All writers benefit from feedback, from the least experienced to the most advanced. Working with fellow writers is an important part of the writing process. Learning to write well takes a lifetime.

Who works in the Writing Center?

The Writing Center is staffed by peer consultants: juniors, seniors, and graduate students from a range of majors. The application process includes a writing sample, faculty recommendations, and interviews with both the Coordinators and current consultants. Typically, we have 12 to 15 writing consultants.

How are the student consultants trained?

In their first semester of work, consultants participate in up to 20 hours of intensive education and take a one-credit course with the Coordinator. Throughout the year, the entire team meets weekly to discuss advanced strategies, current writing center research, and other special topics. We also provide special-topic professional development workshops during the semester. In addition, consultants attend and often present at the Northeast Writing Centers Association and the International Writing Centers Association Conferences.

Is there also a Writing Lab on campus?

No. In 2014, the Writing Lab was moved to Haas Library from Berkshire Hall and renamed the Writing Center, which is the more common term internationally for sites of writing support on campuses.



How will I know if my student comes to the Writing Center?

Students have the choice of whether their instructor is notified of the visit. If the student chooses to notify, we send a follow-up email to the instructor from the Writing Center email account. Otherwise, the visit is kept confidential.

Can I require my students to visit or offer extra credit?

For individual students, sometimes a required visit may start a regular habit. If you choose to offer extra credit, we suggest setting parameters around the visit; for example, require students to receive full feedback on a draft rather than drop in for a few minutes.

Although we offer a generous range of hours, we also cannot guarantee every student will have equal access to required or extra credit opportunities. We rarely can accommodate a full class of students to visit on a single assignment. If you have a specific concern that applies to your entire class, we can arrange a special workshop. Contact [Kelli Custer](#) for more information.

How do I encourage my students to visit the Writing Center?

During the regular school year, staff members from the Writing Center are available to visit your class (schedule dependent) and present a 10-minute introduction of our services. To arrange a visit, please email a request to writingcenter@wcsu.edu. You may also include this paragraph in your syllabus.

Please take advantage of the free services offered at the Writing Center. Getting feedback benefits writers at all skill levels. The Writing Center offers one-to-one tutoring services that address everything from brainstorming and developing outlines to writing strong sentences and documenting sources. For more information, visit the Writing Center website at wcsu.edu/writingcenter.

What can the Writing Center do to support faculty?

A note from the Coordinator: I always enjoy conversations about teaching writing and am happy to meet virtually to discuss assignment design, effective feedback, strategies for teaching writing, and special workshops that may help your students. If you are interested in hearing a student's perspective on an assignment, I can arrange for you to meet with a consultant or submit your assignment anonymously for student feedback. If you have further questions, please [email me](#) so we can arrange a conversation. —Kelli Custer