

## What to cover during your class introduction to the Writing Center:

At the beginning of the semester, professors use the hotline to solicit someone to give a 5-10-minute presentation on the WC for their classes. It's ideal, but not required, that the WA who responds be familiar with the class/discipline. If you can attend, email the professor and cc. the hotline so we all know the need has been met. Confirm the day/time you will show up (profs. usually prefer you at the class beginning or end), and tell them how long your presentation will take (please keep to that amount of time).

Try to keep your presentation tight, enthusiastic, and non-awkward. (Practice is the best way to ensure this – and remember that all preparation/practice and presentation time is billable.)

Upon arriving to the class, hit the “on” button to get the projector going (it takes one minute to warm up), log on to the computer and bring to your Moodle page so that you can show students how to access the site via the Learning Resources link, lower the screen.

### I. Overview

-(introduce yourself, how long you've been at the WC, and your specialty field(s))

-The Writing Center is one of the peer assistance programs in the Learning Commons, which is located in BC 163.

-Each year we have over 2,500 one-on-one conferences

-While a third of our visitors come because their class requires them to, two-thirds come voluntarily, which shows how much value students have found in the WC.

-Writing Assistants are students who have been tapped by individual departments as strong communicators, and they assist on papers that come from within that department as well as papers from any department or school (they have all taken a semester-long course in the types of assignments from cross campus disciplines). We usually have around 20-25 Writing Assistants, who offer around five hours of availability per week.

-Most people assume a WC is a grammar fix-it shop – but our aim is not merely to help with the current paper, but with all future papers. And we do that by concentrating primarily on you, the writer, rather than on your immediate paper.

-So, the WC is not oriented around copy-editing papers. We're more aimed toward having a discussion about your draft's ideas, its structure, its unity, and its purpose – to make sure it's got those essentials. If time permits, we'll cover issues of grammar and spelling, but we privilege the higher-order concerns of function and clarity.

-Since two heads are better than one, strong writers visit the WC as often as people less confident in their writing.

-You can visit the Writing Center at any stage of your writing project, whether it's the pre-writing stage (for understanding the assignment better, brainstorming, outlining), the draft-revision stage, or the final draft period.

-You shouldn't find yourself feeling intimidated at the WC, because Assistants are not there to judge you. Our mission is to show you the options you have for getting the job done, and letting you decide what to choose.

-We're open every day but Saturday, usually 9-9 (except for Sundays when we open at 1, and Fridays when we close at 5). **Appointments are made online and must be signed up for by midnight the night before.** Most sign up for a half-hour session, (and 60-minute sessions are the max.)

## **II. How to**

-(On the screen, demonstrate how to sign up online – start with how to access the WC home page from the Moodle page.). **Explain that they will need to register for the site with a up.edu email.**

-(Show them all the resources the WC website has to offer (intro to WAs, resources for students, citation help, Purdue OWL, etc).)

-(**Then show how to get to the online schedule and what happens at that stage. Explain how they will fill out a sessions goals form when they register.**)

-If all slots are full on the online schedule, students can use the hotline [writing@up.edu](mailto:writing@up.edu) – a listserv that reaches all WAs – to see if anyone can meet outside their scheduled hours. Students should include in their request what their availability and deadline is and what paper it is that they're working on. **They can also use the waitlist option by hitting the little clock icon for that day and, if they have entered their phone number will get a text or email notifying them if there is an open appointment.**

-Bring with you to the WC the professor's assignment instructions, a writing implement, and whatever you have written (if anything).

-at the end, for appts. of 20 minutes or more, we ask you to fill out an anonymous one-minute evaluation of the experience. That's a valuable place for your suggestions to us.

-students will receive a follow-up emailed Conference Report that reinforces what your session covered. A copy will go to both you and your professor, and will arrive within 48 hours of the session.

## **III. Inquiry/Rapport** (if time permits)

-For those who have visited the WC, what has your experience been like?

-Do you have any questions about the WC, or suggestions for us based on any past visits?

(To end, thank the students and the professor for your time, invite them to make an appointment with you or any WA soon. Collect any unused copies of our handout, log out of the computer, raise the screen, and shut off the projector.)