

ALC

Atrium Learning Center
Writing Initiative

30-MINUTE WRITING TUTOR SESSION

STEP 1

Start a new session form and ask the student to complete the top portion. While the student completes this, add their information to the student log.

STEP 2

Ask student for written work/assignment/referral form. If the student didn't bring anything, see if you can access materials on the course OpenLab or Blackboard site. Ask if the student has any writing samples on their phone, cloud (Dropbox, Drive, etc.), or email and work with them on the computer. If they still can't find a written assignment to work on, you can have them freewrite on a topic or find an online grammar activity to focus on together.

STEP 3

Decide with the student on 2-3 goals for the session and write them down on the session form. Ask "What would you like to work on?" or "What do you want to pay careful attention to today?"

STEP 4

Go through the written assignment or activity, focusing predominately on the agreed upon goals.

STEP 5

End the session after 30 minutes. Let students know that if they want to continue working on these issues they will have to come back for another session. Ask "What do you plan to do next?" Write the next steps on the session form and give to the student.