Faculty Guide to the City Tech Writing Center

Welcome to the City Tech Writing Center!

The Writing Center is here for everyone. This means we'd love to work with your students! This document offers guidance on how to best encourage your students to work with the Writing Center. You can learn more about our mission and retention outcomes on our website.

What We Can Offer Students:

- ☑ Support students through all stages of the writing process, from first to final draft.
- ☑ Assist with planning, composition, and revision of **all** writing genres
  - ☑ Including (but not limited to) poetry, short stories, scripts, speeches, lab reports, discussion posts, reflections, presentations, and emails.
- ☑ Conduct open, non-judgemental, and non-directive discussion to help students address structural, grammar, and syntax issues in their writing
  - ☑ Our approach helps students understand what it takes to review and edit their own work, and we provide a range of resources and tools to support them in this process.
- ☑ Provide Research Techniques/Tools
- ☑ Offer Chat GPT/AI Support
  - ☑ If you find a student has used Chat GPT unethically on their paper, send them to us! CTWC can help encourage students to find their voices as writers and use LLMs responsibly.
- ☑ Deliver Guidance on Resume & Cover Letter Building
  - ☑ Know that a student is applying for a job or internship? Send them to the Writing Center for support and tips!

What We Can't Offer:

- ➔ Currently, we do not have the capacity to meet a required number of CTWC visits per **assignment**. We can, however, support a requirement per **semester** (i.e., "you must visit 2 times within the semester," rather than, "you must visit 2 times for the R.A.B. draft").
  - ◆ While we believe that every student would benefit from utilizing the Writing Center, requiring visits all at once creates more demand than we can meet.
  - ◆ Offering extra credit for students who come is also a great way to encourage participation, which we always appreciate. Have students request that we email the instructor to confirm their attendance. Please note we do not share specifics of our discussions with writers with instructors.

Getting Started:

Our hours vary throughout the week based on when tutors are in sessions. You can learn more about our team of tutors **here.**

Our booking site is called **WC Online**. Prior to making their first appointment, students will need to register for the site. They will then be able to view our tutoring schedule, and book one-on-one, 45 minute sessions up to two weeks in advance. Students can book one appointment per day, and up to two per week.

We are located in **Room G608**, within the iTec Computer Lab. Watch our **How to Find Us video**!

Contact:

General Inquiries:

writingcenter@citytech.cuny.edu

Instagram: @citytechwc
Youtube: citytechwritingcenter9701

WC Online

Scan for our booking website.
Share this QR code with students!