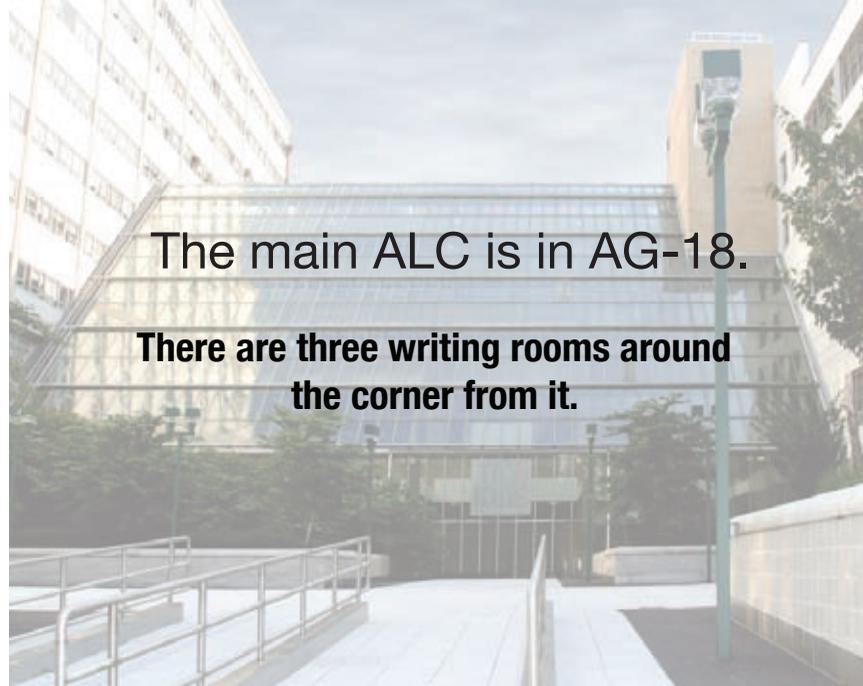


Do's

The Writing Center does:

- Think it's smart to seek tutoring.
- Guide and facilitate your learning how to write in college.
- Make the process more efficient and more social.
- Help you master the writing process used by good writers.
- Strengthen your grammar and usage, point by point.
- Provide help to all levels of City Tech student writers.



The main ALC is in AG-18.

There are three writing rooms around the corner from it.



The College
Learning Centers
of New York City College of Technology

<http://websupport2.citytech.cuny.edu/learningcenters>

Atrium Learning Center
AG18/718.260.5874
learningctr@citytech.cuny.edu

Tech Learning Center
V216/718.260.5287

New York City College of Technology
The College Learning Centers

Judith Rockway
Director, Learning Centers
718.260.5874

Carol Stanger
English Coordinator, ALC
718.260.5871

Ron Slay
Coordinator, Tech Learning Center
718.260.5287

Don'ts

The Writing Center doesn't:

- Judge you.
- Grade your papers.
- Do your work for you.
- Correct a paper.
- Promise to help you produce a better paper in one session – learning academic writing takes practice and time.
- Work with a paper ten minutes before class.
- Look at your paper without you.

ROOM
AG-27

is open to all Citytech students.
Offers CAT-W preparation.

ROOM
AG-31

is reserved for Eng 1101 and 1121 students.

ROOM
AG-32

is reserved for etutors.

The Learning Centers wish to express appreciation for help with the guidelines to Profs. Arnavaz Taraporevala, Dan Wong, Joseph Ebbers, Soyeon Cho, Susan Phillip, Ellen McGuinn, Robert Leston, Camille Goodison, Nina Barnett, and the English Department.

GUIDELINES FOR FACULTY

Can I send students to have their papers proofread and edited?

No. The role of a tutor is to guide and facilitate students' learning to write, not to do the work for them. When you talk about the Writing Center in class, please explain the tutor's role to students so they don't come in expecting to have their papers line-edited.

Is it feasible to require all the students in my class to visit TWC?

If you want an entire class to use the Center, please speak to the Writing Center Coordinator, Carol Stanger, before you send them. It might be feasible to plan a workshop around your students' needs, or a writing center tour which would introduce them to writing and ESL software that can be used individually.

Should I send only those students who are having significant trouble, with either the writing process or with grammar and usage?

That's up to you. With the referral sheet (in this brochure) or a note, make clear which skill you want the tutor to emphasize.

Should I put something about tutoring in my syllabus?

Absolutely. And, given our students, you might want to consider some kind of carrot for their extra effort.

Should I ask students to document their visits to the Writing Room?

Documentation will be provided upon request.



Referral Form Writing Rooms

Name of Student _____

Course _____ Date _____

Referring Instructor _____

Tutor, please assist this student in the writing areas indicated:

- | | |
|--|--|
| <input type="checkbox"/> thesis | <input type="checkbox"/> sentence variety |
| <input type="checkbox"/> paragraph development | <input type="checkbox"/> transitions |
| <input type="checkbox"/> topic sentence | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> coherence | _____ |
| <input type="checkbox"/> organization | |
| <input type="checkbox"/> comma splice or run-on sentence | <input type="checkbox"/> possessives |
| <input type="checkbox"/> sentence fragment | <input type="checkbox"/> subordination |
| <input type="checkbox"/> spelling | <input type="checkbox"/> capitalization |
| <input type="checkbox"/> pronoun reference | <input type="checkbox"/> faulty diction |
| <input type="checkbox"/> agreement | <input type="checkbox"/> misplaced modifiers |
| <input type="checkbox"/> punctuation | <input type="checkbox"/> other _____ |
| | _____ |

Instructions (Please check as many as apply.)

- Please give this student general instruction in the areas indicated.
- Please help this student to revise papers I have already graded.
- Please help this student with planning revising editing assigned papers.

Comments:

TO THE STUDENT: Take this form to the room intended for you.

- AG 27 is open to student writers in all courses. It is also for CAT-W preparation.
- AG 31 is reserved for Eng 1101 and 1121 students.

GUIDELINES FOR STUDENTS

How can the writing tutor help you?

The tutor can help you master the writing process and grammar and usage. She can give emotional support, and, if you are lucky enough to have a one-to-one session, focus on you and the way you learn. Sometimes, you work in a small group.

How is your tutor different from your teacher?

Although your teacher and tutor share the same goal, your tutor has no authority to grade you, so it is easier to ask for help.

What kind of commitment on my part is required?

You must bring something to work on, and bring the assignment! Have some specific questions or areas to improve ready, since the tutor wants your input, especially at the first session. Expect to be active, not passive. Your syllabus will help also, since your tutor will ask you your course number and code.

What counts as improvement in a paper?

From the tutor's point of view, it could be mastery in one area; from your professor's point of view, it could be mastery in a number of areas. That's why, for many student-writers, thinking about long-term usage of the Writing Center makes sense.

How quickly will I see results?

Learning to write takes time. In one 45-minute session, you might see improvement in one area of writing but, sometimes, even one area takes more than one visit. Given these facts, you should plan on coming to the Center at the beginning of the semester and on frequent visits.

Does the Writing Room help with CATW?

Room AG-27 offers help.

What other writing resources are available?

Books, handouts, special workshops, and software, including ESL. For a software list, ask at The Reception Desk.

