



## SPRING 2011 IN THE WRITING LAB

THE WRITING LAB'S  
STAFF OF PEER AND  
FACULTY TUTORS works one-  
on-one with you at any stage of  
the writing process.

We're in R207 OF THE  
LEARNING ASSISTANCE  
CENTER (second floor of the  
Rosenberg Library).

Do you need LAB CREDIT?  
Ask us about how you can earn  
INDEPENDENT STUDY with  
your tutorial session.

HOW TO GET STARTED:  
Log in at the LAC front desk and  
trade your student ID card for a  
GREEN TUTORING TICKET.  
Afterwards, head down the hall  
to the Writing Lab and sign up.

*Please see the Writing Groups  
Schedule for more details about  
Writing Lab workshops.*

## HOW DO I GET HELP WITH WRITING STRATEGIES & CONCEPTS?

**VISIT A TUTOR:** Our tutors can help you work on understanding assignments, brainstorming, planning an outline, supporting your thesis, revising your draft, or working on any other part of the writing process. Because our goal is to help you become a more independent and confident writer, we do not correct your essays for you; instead, we provide constructive feedback and help you develop strategies to improve your writing.

MONDAY – THURSDAY, 9:00 AM – 6:30 PM  
FRIDAY, 9:00 AM – 2:00 PM  
SATURDAY, 10:00 AM – 1:30 PM

Tutoring sessions are drop-in and are limited to 30 minutes per day, up to twice per week.

## WHAT IF I NEED HELP WITH GRAMMAR & PROOFREADING?

### **VISIT THE GRAMMAR TABLE:**

Tutors will not fix your errors or correct your paper for you, but they can help you understand the grammatical concept you are having difficulty with and help you with strategies to proofread your own work.

Faculty grammar tutors are available in the Lab at specified times to help you work on grammar and improve your proofreading skills. This semester, the Grammar Table is open at the following times:

MONDAY, 1:00 PM – 3:00 PM  
TUESDAY, 10:00 AM – 1:00 PM  
THURSDAY, 1:00 PM – 3:00 PM

Your visit will be most productive if you bring a draft of a paper with you. (One visit = one tutoring session.)

*For more ideas about successful proofreading, see our  
LOCS HANDOUTS (LATER ORDER CONCERNS),  
including our TIPS ON HOCS AND LOCS HANDOUT.*

## WRITING LAB CHECKLIST BEFORE I GO / WHAT TO BRING

- I have a copy of my assignment sheet (if there is one) because my tutor will want to see it. (Lab tutors say: Please, pretty please try to bring it with you.)
- I have what I've done for the assignment so far, such as notes, freewriting, outlines, drafts, or even just ideas or questions. If my instructor has made comments, I've brought those, too, along with my textbook or other related sources.
- Optional: I have an idea of one or two things I want to talk about with the tutor.
- I have my student ID card.

## ONCE I AM THERE

- I have logged in for tutoring at the LAC front desk and gotten my tutoring ticket.
- I have turned off my cell phone.
- I have signed up on the Writing Lab (or grammar table) sign-in sheet and have provided the information it asks for, including my instructor's name.
- I am waiting in the Writing Lab so that I can hear my name and number when they are called. I understand that if my name is called and I don't answer, I will be crossed off the list and will have to sign up again.
- I am ready to be involved in my tutoring session—maybe to ask questions, take notes, think, listen, and/or plan.

## BEFORE I LEAVE

- My tutor and I have gone over what we have done together, and I have written notes to myself for later. I have a good idea about what I should do next.
- If I need credit for my session, I have asked my tutor to stamp my verification form. If I plan to do independent study with my tutoring session, I've discussed this with my tutor.