

Title of Module: Integrating the Writing Center into the Writing Program

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Module Overview

1- Introduction to the CAS Writing Center

- What is the CAS Writing Center?
- Who can use the CAS Writing Center?
- Where is the CAS Writing Center?
- Who works in the CAS Writing Center?
- ESL students and the CAS Writing Center

2- Making an appointment in the CAS Writing Center

- Three ways to make an appointment
- Creating a WCONLINE account
- Making an appointment using WCONLINE
- The CAS Writing Center's policies

3- Preparing for an appointment in the CAS Writing Center

- What to bring with you to the Writing Center
- What to expect during your appointment
- Making the most of your appointment

Video 1: Introduction to the CAS Writing Center

The CAS Writing Center

The CAS Writing Center is one of many places at BU where students can get support as they work on their writing. In this module, we will cover some basic information about the CAS Writing Center, how to make an appointment to meet with a Writing Center consultant, and how to prepare for your appointment so that you can make the most of it.

What is the CAS Writing Center?

The CAS Writing Center offers free one-on-one consultations. These consultations are forty-five minutes long, and students can make one appointment per week. Students are welcome to come to the Writing Center with any assignment from a Writing Program course. Writing

Center consultants can assist students at any stage in the writing process and can help with a variety of concerns, from brainstorming paper ideas to strengthening a paper's argument, from clarifying a paper's organization to improving its grammar. Whether you consider yourself a strong writer or not, writing consultants are happy to meet with you and help you to improve your writing skills.

Who can use the CAS Writing Center?

The CAS Writing Center is open to undergraduate students working on assignments for Writing Program courses and their equivalents. Students may also bring academic papers from other CAS courses on a walk-in basis only. The CAS Writing Center does not offer assistance for writing assignments from non-CAS courses, for graduate-level writing, or for career-related, technical, and professional writing. For assistance with these forms of writing, students can use the Educational Resource Center, the COM Writing Center, or the Center for Career Development.

Where is the CAS Writing Center?

The main location of the CAS Writing Center is on the third floor of the Yawkey Center for Student Services, located at 100 Bay State Road. There is also a satellite location on the first floor of Mugar Library, located at 771 Commonwealth Avenue, in Alcove 2 near the reference desk.

The exact hours of the CAS Writing Center vary each semester. Typical hours are Monday through Thursday from 9:00 AM to 6:00 PM and Friday from 9:00 AM to 3:45 PM.

Who works in the Writing Center?

The CAS Writing Center has a staff of approximately twenty-five consultants. Many are undergraduates from a variety of majors and colleges. Some are graduate students, and a few are ESL specialists. Regardless of their background, all of our consultants are knowledgeable about academic writing. They are also friendly, patient, and eager to help others. All consultants receive specialized training to work specifically with students in WR courses and are familiar with the types of assignments frequently given in these courses.

ESL Students and the CAS Writing Center

ESL students are encouraged to visit the CAS Writing Center. All of our writing consultants are trained to help ESL students with their work for WR courses. In addition to helping you develop your ideas or organize your paper, writing consultants can explain conventions of American academic writing to you. Consultants can also show you how to identify and correct grammar errors in your writing. Writing consultants will not fix your grammar errors for you, but they will teach you strategies so that you can do that on your own. For example, tutors might help you identify what types of mistakes you make most frequently so you know to focus on finding and

fixing them. They might also help you decide which types of errors are most important to correct to make sure that your meaning is clear to your readers.

Video 2: Making an appointment in the CAS Writing Center

Three ways to make an appointment

There are three ways to make an appointment in the CAS Writing Center. From 9:00 AM to 5:00 PM on Monday through Friday, you can visit the front desk and speak to our administrator in person, or you can call 617-358-1500 to arrange an appointment over the phone. However, the easiest way to make an appointment at any time of the day or night is online.

Creating a WCONLINE account

To schedule your appointment online, you will first need to create a free account. When you visit the Writing Center's website, you will notice a link at the top to schedule an appointment online. Clicking on this link will bring you to our online scheduling system. There you will see a link to create an account as a first-time user. You will input your BU email address, your first and last name, your BU ID, your phone number, and your first language. You will also create a password so that you can use this account for future appointments.

Making an appointment using WCONLINE

Once you have created an account and logged into the online scheduling system, the online schedule will automatically display the current week. If you would like to make your appointment further in advance, you can click on the link that says "next week" at the top of the page. Once you have found the right day for your appointment, you can find an appointment time that will work for you. Appointment times that are currently available will appear white on your screen. We often have several consultants working at the same time, so when you choose your appointment with a particular consultant, be sure that they are able to work with students from your course level. The courses levels each consultant works with are listed beside their names. To schedule an appointment, click on an open space with a consultant at the appropriate level. A new window will open where you can enter information about your course level, instructor, the due date for your assignment, and what you would like to work on. Be sure to click "Save appointment" when you are done.

The CAS Writing Center's policies

When you make an appointment to use the CAS Writing Center, there are several important policies you must follow. First, you must represent yourself accurately: you must sign up under your own name and not a friend's. You must also represent the work you want to do accurately: you cannot sign up to work on a paper for your Writing Program class and then bring an assignment for a non-CAS class or a cover letter instead. You will receive a warning if

you misrepresent yourself or your work in any way. Second, you must make use of your appointment time effectively. You cannot only come to your appointment unprepared or expect to stay for only five or ten minutes. If you misuse your appointment time, if miss your appointment, or if you cancel your appointment with less than nine hours' notice, you will receive a warning. If you violate any of these policies a second time, you will not be able to use the CAS Writing Center for the remainder of the semester.

Video 3: Preparing for an appointment in the CAS Writing Center

What to bring with you to the Writing Center

There are several things you should bring to your appointment in the Writing Center. In addition to the assignment you would like help with, you should bring the assignment sheet so that the consultant will understand the its requirements and purpose. You should also bring any sources you reference in your paper, any notes you have taken, and any feedback you have received from your instructor or your classmates. You should also bring something to write with, whether that's a pen and paper or a laptop or tablet. Finally, you should bring some ideas about what you want to work on during your session, as well as an open mind and a positive attitude about receiving feedback on your work.

What to expect during your appointment

Be sure to arrive for your appointment on time so that you can use the full forty-five minute session. If you are more than fifteen minutes late for your appointment, your appointment may be canceled or given away to another student who is waiting for a session. When you arrive in the Writing Center, you will see consultants sitting at tables with nametags in front of them. If the consultant you are scheduled to meet with is not currently meeting with another student, do not hesitate to approach them. At the beginning of your appointment, the consultant will ask you questions about your assignment, the stage you are at in your writing process, and what you would like to work on. You should expect to be actively involved during your entire appointment. The consultant will not correct errors for you or tell you what to do to fix your paper; instead, they will have a conversation with you about how you can improve things on your own.

Making the most of your appointment

At the beginning of your session, be sure to tell the consultant what you would like to work on. In a forty-five minute appointment, you will probably be able to work on at least a few paragraphs or a few different issues. However, it is unlikely that you will get through a whole paper in a single session. For that reason, you should come to the appointment prepared with some specific goals or questions. At the end of the appointment, the consultant will give you a tutorial report form that reviews what you covered during the session. This report form will help you remember what you learned during your appointment so that you can apply it to the

rest of your paper or to future assignments. The goal of the CAS Writing Center is to make better writers, not just better papers!

List of References (in MLA style):

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