

TEACHER'S GUIDE TO THE DARTON COLLEGE WRITING CENTER

In order to help us continue to help you (as well as the students!) please be aware of the policies and procedures of the Darton College Writing Center:

ON-CAMPUS WRITING CENTER: (Rooms C-143,144,145 – Student Center Building near the Game Room)

HOURS: FALL AND SPRING SEMESTERS:

M – Th 9 a.m. – 6 p.m. Fri 9 a.m. – 5 p.m.

SUMMER SEMESTER

M – Th 9 a.m. – 6 p.m. Fri 8 a.m. – 11:30 a.m.

ONLINE WRITING CENTER:

Via e-mail to laura.shirley@darton.edu.

Effective 9/17/07, ALL students, whether on-campus or online, may utilize the Online Writing Center.

Students should e-mail their work and a copy of their assignments to: laura.shirley@darton.edu
Students should expect an approximately 24-hour turnaround time (not including weekends or holidays) for their papers to be critiqued and returned.

TEACHERS SHOULD KNOW:

1. It is extremely helpful if you e-mail a copy of your writing assignments to me. Even if you do not require that your students use our services, there are many times when a student will ask for assistance - but we don't have a copy of the assignment; therefore, we are not able to best counsel the student on whether the work meets the minimum requirements you have set forth. Please - even if you do not require your students to come through here - e-mail me a copy of your writing assignments.
2. The Writing Center does NOT do the student's work for him/her. We DO tutor the student in how to correct grammar mistakes and assist the student in making sure he/she is writing clearly, citing properly, etc. However, some students come see us and then do not follow our recommendations. In other words: simply visiting the Center does not guarantee that they will hand in a satisfactory paper.
3. The Writing Center WILL NOT UNDER ANY CIRCUMSTANCES assign grades to any work presented, nor will we guarantee the student that what he/she has presented is a "passing" paper.
4. If you wish to REQUIRE your students to use our services, please contact me by e-mail or phone and let me know as far in advance as possible so we may expect your students and be ready for the increased numbers.
5. Please advise students of the information in "Students Should Know" below to help avoid general bad feelings when students come in at the "last minute" and try to get to the "head of the line"

6. Please encourage your students to utilize our Online Writing Center; this will help to alleviate the crowding in the on-campus facility.

STUDENTS SHOULD KNOW (please tell your students):

1. All work submitted to the Center for review and critique **MUST BE TYPED**. Absolutely **NO** handwritten work will be evaluated.

2. Work submitted to the Online Writing Center **MUST** be submitted as a Microsoft Word Document File Attachment. **NO OTHER FORMATS** will be accepted. Work submitted in other formats will either be deleted or returned uncritiqued.

3. All submissions to the Online Writing Center **MUST** be e-mailed from a current valid Darton College e-mail student account. Any work submitted from non-College accounts (i.e. Hotmail, Yahoo, Gmail, etc) or non-enrolled student accounts will not be accepted. (We're sorry - we are unable to serve non-Darton College students.)

4. All work will require a minimum 24-hour turnaround time (not including weekends or college holidays) The student will leave the work so it can be reviewed by staff. When student returns, he/she should plan on spending a minimum of 15 minutes discussing the paper with Writing Center staff.

5. The Writing Center **DOES NOT** schedule appointments – all students are served on a strict “first come – first served” basis.

6. Students should **NOT** “slide papers under the door” after the Center has closed for the day. The Writing Center will not be responsible for any papers that are not signed in according to our procedures. If any paper **IS** slid under the door and is found by Writing Center staff, it will be signed in as if it were checked in at 9:00 the morning it is found.

7. Students should **NOT** expect to come to the Center on the day a paper is due and expect "rush" service because of the deadline....service in the Writing Center is on a strict first come-first served basis. The popular phrase “Poor planning on your part does not constitute an emergency on our part” applies. Students should not wait until the last minute; often, several revisions must be made before a paper is ready for final submission.

WRITING CENTER PRESENTATIONS:

I will be glad to come to your class room and give a 15-20 minute presentation on plagiarism, proper citation methods, and Writing Center orientation. Just give a call and I'll be glad to set you up.