

Writing Tutoring Student Instructions

If you are interested in working online with a Learning Center writing tutor you will first need to email the Learning Center at: learningcenterwritingtutor@gmail.com.

In this email, **you must include ALL of the following information:**

- Your full name (first and last)
- EMPL ID number
- Preference for Zoom or email correspondence based tutoring
- An attached file of the paper or homework assignment (in a Microsoft Word-compatible format) or a Google Docs link to the file
- Assignment due date
- Assignment prompt given by professor or, if no prompt exists, an explanation of the assignment's requirements
- A concise summary of your concerns about the assignment and what areas you believe you need the most help/guidance in

In addition to the above requirements, please prepare by doing the following **if you would like your writing session to be conducted via Zoom:**

- Have access to a desktop or laptop (avoid cell phone usage for tutoring)
- Check that you are connected to a reliable internet source
- Download and install [Zoom Client for Meetings](#). Note that [additional installation instructions apply to Mac users](#).
- Be certain that you have a functional microphone and that it is connected to Zoom

If any important information is left out, a reply will be sent asking you to include that missing information. You will not have your work seen by a tutor until all necessary information is provided. Please note that our tutors work on an hourly basis with the last appointment beginning at 5pm (Monday to Thursday) and 2pm (Friday). This means that any email sent after the last

tutoring shift of the day has begun will receive a reply no later than the next day and the recipient will be eligible for the first available appointment of that day depending on the order in which the email was received. Please note that no session will exceed **60 minutes** in length.

Live Zoom Writing Tutoring

After you have submitted your request, for live or email correspondence, you will receive a reply from the Learning Center email account by the end of the sign-up period as to whether or not you were matched with an available writing tutor. If you have selected live tutoring, you will be sent an invite link for a Zoom meeting to **your email address** at the start of the tutoring period; a Zoom account is not required to participate in the session.

Live tutoring sessions are similar to in-person tutoring sessions, in that the tutor will review your work with you present, offering corrections and feedback as they read the assignment. In addition to an audio connection, Zoom offers a number of tools for the tutor to use, allowing them to more effectively communicate with you and highlight any needed changes to the assignment.

Email Correspondence Writing Tutoring

If you select email correspondence, a writing tutor will review your work for up to an hour, making some necessary changes while evaluating other areas of concern. The result will then be sent to you from the Learning Center email account. Keep in mind, for those who choose email correspondence, **the tutor will NOT provide a line-by-line edit of your paper.** Instead, he or she will help to refine the more prominent areas of need in the writing assignment and give you detailed guidance on how to make your own corrections to the rest of the paper.

Reminder to students

Similar to our procedures at the Learning Center, we ask that you: keep note of your appointment, are present **on time**, have submitted all necessary information for scheduling your appointment, prepare all materials for your tutoring session, as well as checking your email often to reach your tutor.