

A Guide for Chaffey Faculty

Chaffey College

Writing Center



Located in the Chaffey College Library

Appointment Desk (909) 652-6820

About the Writing Center

The Writing Center, located in the Chaffey College Library, is a place for students to get help with their writing. Our goal is to help all Chaffey students to become confident and competent writers. As part of our across-the-curriculum support, we offer Directed Learning Activities, writing workshops, study groups, and individual tutoring. All writing consultants are trained to work with students who are at different class levels, from different disciplines, and in various stages in their writing development.

The Writing Center's Philosophy

The Writing Center's philosophy is that the act of writing effectively is a process (i.e., a recursive act of thinking, drafting, revising, rewriting, and editing). Using this concept as a foundation, the Writing Center consultants help student writers improve their skills by providing strategies that take students through each phase of the writing process. A consultant might help a student practice academic behavior by asking questions, reviewing assignment directions, generating ideas, developing editing techniques, and discussing revision choices. Writing Center consultants will help students to develop composing, editing, and proofreading skills. The Writing Center's philosophy is, "Yes, we can help you with that."

Our Services

Please note that **appointments are strongly recommended** for all Writing Center Services. Students may make an appointment at the Writing Center or by calling (909) 652-6820. Students can fill open appointment slots on a walk-in basis, but availability is never guaranteed.

- **Directed Learning Activities** Students can improve their writing skills by completing faculty-designed Directed Learning Activities. During 15-minute review sessions with writing consultants, students will discuss their findings and learn how to apply the skills and strategies to their essays. Students must complete the independent portions of the Directed Learning Activities prior to the review session. For the current list of Directed Learning Activities, go to <http://www.chaffey.edu/writingctr/supplemental.shtml>.
- **Diagnostic Exercise** For students without an assignment or specific area of improvement in mind, Writing Center consultants utilize a diagnostic essay exercise to collaboratively develop personalized curricula during 30-minute review sessions. Students must also complete the independent portion of this Directed Learning Activity prior to the review session.
- **Study Groups** Classroom instructors may design and arrange 50- to 60-minute small group sessions for students working on the same skill area or assignment. Study groups on predetermined topics are also available.
- **Workshops** Throughout the semester, the Writing Center offers 50- to 60-minute faculty-led workshops on various writing topics: Summarizing a Piece of Writing, Utilizing Instructor Feedback, Incorporating Sources into Your Paper, Proofreading Your Own Paper, as well as

Preparing for the English 450 Final. For the current list of workshops, go to <http://www.chaffey.edu/writingctr/workshops.shtml>.

- **One-on-One Tutoring Sessions** Students with questions about writing assignments will get help in 30-minute one-on-one tutoring sessions. Whether students need to understand assignments, generate ideas, consider revision possibilities, or learn to edit, trained writing consultants can provide advice.
- **In-Class Workshops** Faculty members may request a Writing Center faculty instructional specialist to come to their classroom and teach a workshop geared to a particular writing need. These workshops are encouraged for any discipline and can be especially useful when a number of students need additional writing support. Classroom instructors may also make arrangements to bring their students to the Writing Center, either for a general orientation or for a specific workshop.

The Writing Center Staff

The Writing Center is staffed by friendly and professional faculty instructional specialist, graduate student, and peer writing consultants. All of our non-certificated writing consultants are required to participate in an ongoing training program certified by the College Reading and Learning Association.

What Happens in a Typical One-on-One Session

The goal of a Writing Center one-on-one session is to help students become more effective, self-confident writers. For this to happen, the students must do the work. Writing Center consultants work very hard to provide guided learning opportunities for students without doing the work for them. Although each session is unique, the following is a general overview of what typically takes place in a session.

- 1) After introducing himself or herself, the writing consultant will ask to see the assignment provided by the student's instructor. The assignment helps the consultant understand the purpose of the writing. Comparing the assignment directions to what the student has written provides a starting point for the consultant to help the student revise. If the student is working on a Directed Learning Activity, he or she must have a copy of the activity and the completed independent portion ready at the start of the review session appointment.
- 2) Once a focus for the session has been established (i.e., thesis statement, support, specific information, Directed Learning Activity prompt), the consultant or student may read parts or all of the paper (or activity) aloud, stopping to discuss portions relevant to the agreed upon focus. In addition to discussing problem areas and helping the student develop strategies for solving them, the consultant will also point out what the student has done well and help him or her apply that strength elsewhere in the paper or activity.
- 3) Throughout the session, the consultant will ask questions to solicit the student's ideas, reminding the student to write down ideas as they come. Sometimes consultants will show students how to use various resources such as writing handbooks.

- 4) The writing consultant will always provide written feedback or verification for every one-on-one session. At the end of a tutoring session, the writing consultant will ask the student what he or she plans to do as a result of the session and make a note to that effect at the bottom of the session form. The form provides a starting point for revision and also provides feedback for instructors who ask their students to turn in the form as part of an assignment. For Directed Learning Activities, writing consultants will provide appropriate feedback on the activity sheet and will stamp the activity to verify that it was completed by the student.

Guidelines for Referring Students

Writing Center consultants are available on request to give classroom orientations regarding Writing Center services. Please recommend or require that individual students utilize Directed Learning Activities, workshops, study groups, or one-on-one tutoring.

- Remind students to bring your assignment directions with them to the tutoring session.
- Be sure the student knows what you expect in your assignment.
- Maintain reasonable expectations about what initial progress you can expect after one or two Writing Center visits.
- Remind students to make appointments well before the due date on the assignment.

Writing Center Rules

- ✓ Students must provide a current Chaffey College Photo ID card in order to log in and log out of the Writing Center.
- ✓ Students who forget to log out will only receive one minute of required supplemental instruction time.
- ✓ Students are strongly encouraged to make appointments for Writing Center services. Students without appointments will be offered the next open time slot or put on a standby list and seen as soon as possible.
- ✓ Students may schedule one face-to-face session and one group session per day. After students finish an appointment, they may set another.
- ✓ Students may sign in up to 10 minutes in advance for one-on-one appointments, workshops, and study group sessions.
- ✓ Students may only use computers for online Directed Learning Activities. Writing Center staff will monitor students' computer usage.

- ✓ Students will not be allowed to log into the Writing Center during class time, even if the class is cancelled.

For a complete list of Writing Center rules, please visit

<http://www.chaffey.edu/writingctr/rules.shtml> or pick up a student flyer at the Writing Center.

**The Writing Center will be happy to assist you.
Appointment and Information Desk
(909) 652-6820**

