



COLUMBIA SOUTHERN UNIVERSITY

2018 WRITING CENTER GUIDELINES

Equipping Students

Writing Center Guidelines

Mission Statement

The mission of the Columbia Southern University Writing Center is to provide support and guidance in order to provide students with the necessary writing skills needed to communicate their ideas effectively at the college level. We work in tandem with professors and other CSU staff members in order to accomplish this objective. Our overall goal with students is to promote their growth as writers so that they can work independently and demonstrate these skills after graduation in higher educational pursuits or in a professional setting.

Philosophy

We understand that students come to the Writing Center with varied levels of writing knowledge and skills. Our aim is to work with students of all skill levels as they navigate through their academic career. We can assist students at all stages of the writing process by telephone communications, email exchanges, synchronous learning conferences, recorded and customized lessons, and skill feedback and support. We have created a wide variety of learning resources that will assist students in their understanding of basic writing and grammar concepts, APA style, organization in writing, and courses that have content that is largely based on the creation of writing projects. Our goal is to help students learn how they might improve their writing without the benefits of a more traditional college classroom setting. Our methods of student enrichment are instead, based on the use of technology as a means of learning and communicating. This serves to enhance the learning experience and to accommodate students whose daily schedules are demanding. Upon graduation, our students will be able to function independently and confidently as writers in higher educational pursuits or in a professional setting.

What You Should Know About How We Can Help...

We ask that students specify on the Writing Center Request form which of the following skills they need to develop in order for us to create a plan of assistance:

- Generating ideas and brainstorming (pre-writing and collaborating in order to map out a future paper)
- Developing and defining the thesis (shaping the foundation of a paper)
- APA style (citations, formatting, academic tone)
- Punctuation (commas, periods, semi-colons, etc.)
- Grammar (sentence structure, word usage)
- Organization and Flow (paragraph and paper structure as well as transitions)

We will focus on one to two skills at a time, and we feel this is the best way to help students grow as writers without being bombarded with large amounts of information at once. Our students are most successful if we can provide more focused feedback in multiple coaching sessions throughout students' coursework.

The same paper may be submitted no more than twice for feedback by the Writing Center. When a student requests a follow-up on the Writing Center Request form, we are happy to provide additional feedback. Please ensure that a new draft is submitted with changes made using feedback gained while working with a previous writing specialist. Remember, it is our goal to show students how to revise their own work. It is our goal to provide students with support and guidance in tandem with professors in order to promote students' growth as writers so that they can work independently and confidently on these skills after graduation in higher educational pursuits or in a professional setting.

Submission Guidelines

- Students should only submit one assignment/essay/project per Writing Center Request submission. Please do not send any assignments in bulk.
- Please limit submissions to:
 - 3 Writing Center Request submissions per week
 - 10 Writing Center Request submissions per course
- For longer works of research and other projects, we will provide feedback on the first few pages to help refine writing skills that can be applied throughout the project.
- Students should contact the Writing Center if accommodations to these guidelines need to be made for special circumstances, such as being a member of the U.S. Armed Forces or career limitations.

We Can...	We Cannot...
Help students understand ways to proofread their own work by pointing out problem areas and sharing proofreading methods. When students seek out our guidance, they should be ready to play a part in their own success as a student here at CSU.	Proofread, edit, correct, or insert our own words or punctuation into students' work.
Assist students by identifying skills necessary for better writing habits. We have up to 2 business days to respond to requests. Students need to ensure that they will have sufficient time to review our feedback, contact us for clarification, and revise their work as they see fit.	Assist with writing skills necessary to complete assignments in a rush.
Assist doctorate students with writing skills.	Review doctoral dissertations for organization or content. Because reviewing a doctoral dissertation requires knowledge of the material and the organization of such an extensive document, any organizational or content advice will need to be retrieved from that student's dissertation committee.
Provide students with feedback, no later than two business days after it is submitted as a Writing Center Request. Writing Center Requests are assigned to be processed in the order they are received.	Provide immediate feedback to students who email a specialist directly. Specialists must respond to work in the order it is received.
Work with students to understand the common structure and organization of their writing assignments.	Assist with a student's understanding of course content, textbook materials, tests, or assessment questions. However, the course professor will be more than happy to assist students in the areas that require an extensive amount of knowledge on the content of the course.

We Can...	We Cannot...
<p>Assist students with simple questions about APA, writing, etc. who submit those questions to our e-mail account: teamsucceed@columbiasouthern.edu</p>	<p>Accept writing assignments that come through this e-mail address. Students will need to fill out a Writing Center Request form for those.</p>
<p>Help cultivate the writing skills for students who are looking to improve their use of academic language.</p>	<p>Tolerate any language that violates the Student Code of Conduct.</p>
<p>Help students pinpoint problems in their use of APA formatting.</p>	<p>Explain why points were deducted for graded work. All questions regarding graded assignments, professor's feedback on work that has been submitted, or expectations for work that will be submitted should be directed to the professor.</p>
<p>Help students understand how to properly cite and reference their paraphrased, summarized, or directly quoted information used in assignments and also help students understand the Turnitin report.</p>	<p>Check for plagiarism, as we do not have access to Turnitin, Safe Assign, or any other plagiarism screening software.</p>
<p>Schedule appointments with students to accommodate special circumstances for students who cannot speak with us during normal business hours. We ask for a 24 hour notice of cancellation for all scheduled after-hours appointments.</p>	<p>Schedule after-hours appointments with those who have either canceled their appointments with less than a 24 hour notice or who did not show up to a scheduled after-hours appointment.</p>