

INTEGRATING LIBRARY AND WRITING CENTER CONSULTATIONS INTO YOUR SYLLABUS

Encouraging students to schedule writing and research consultations is a great way to help your students stay on track for your assignments. The following options can be integrated into your course as requirements.

During a **Writing Center Consultation**, our trained writing consultants assist students with any writing assignment at any level. Students may schedule writing consultations at any stage of the writing process. During a **Research Consultation**, a librarian will assist students with library resources, including identifying and locating the most useful sources of information for an assignment.

If you plan to require consultations, you can consider one of the following suggestions based on the type of class and type of assignment. **It is usually best to have a specific deadline for each visit, or students will wait until the last possible opportunity.**

1. Recommend an initial research consultation for a topic overview, an initial writing consultation for prewriting, a second research consultation to gather specific information, and a second writing consultation for drafting or revision. (ex: EN 112)
 - *Best for students who will need help formulating a research question.*
 - *Provides an opportunity to organize the research after it has been gathered.*
2. Recommend three writing center visits: one for prewriting and outlining, one for drafting, and one for revision; there should be at least a few days between each visit. (ex: classes with semester-length papers)
 - *Best when the topic and research have been provided.*
 - *Good for longer or more challenging assignments.*
 - *Provides help organizing thoughts during the first visit.*
 - *Helps maintain direction in the paper during the second visit.*
 - *Focuses on formatting and grammar during the final visit.*
3. Recommend one research consultation. (ex: for students unfamiliar with library resources)
 - *Best for advanced writers with a clear research question.*
 - *Focuses on selecting and using appropriate databases to locate relevant sources.*
 - *Allows students to add a writing consultation if more help is needed.*
4. Recommend one writing consultation in the first two weeks of the assignment. (ex: short essay assignments)
 - *Best for assignments that do not require research.*
 - *Focuses on organizing ideas, developing a thesis, and coming up with an outline.*
 - *Works on planning and drafting.*
5. Recommend one writing consultation in the two weeks before the assignment is due. (ex: opinion papers)
 - *Best for short assignments that do not require much research.*
 - *Can focus on style, formatting, and grammar for students who have already written most of their paper.*
 - *Still benefits students who are getting a late start on an assignment.*

You will receive notification of every student who visits the writing center for one of your assignments along with a brief overview of the topics covered. Updates for research consultations or further information can be obtained on request from Leigh Thompson at dlthompson@una.edu. If you think your students may visit the writing center, it will be helpful for us to have a copy of your assignment sheets on file. Assignment sheets can be sent to the Writing Center Director at rtkoch@una.edu.