University Writing Center 101
An Introduction to UNA’s Writing Center
Today’s Goals

• Learn about the Writing Center facility.
• Learn about writing resources in the Center.
• Learn what a Writing Consultant does.
• Learn what to bring to a consultation.
• Learn about online writing resources.
• Learn about proper etiquette in the Center.
About the Center

• **Where:** Collier Library Basement

• **When:**
  – Fall & Spring
    – Monday-Thursday 9:00-4:00 & 6:00-8:00
    – Friday 9:00-3:00
    – Sunday 2:00-8:00
  – Summer I & II
    – M-F 12:00p-8:00p

• **Who:** Dr. Robert Koch, Dr. Kat Richards, peer Writing Consultants

• **Online:** [http://www.una.edu/writingcenter](http://www.una.edu/writingcenter)

• **Phone:** 256-765-6015
Also About the Center

• **Where:** FOCUS Center in Rivers Hall *(Freshmen Only)*
• **When:**
  – Monday & Thursday 6:00p-11:00p
• **Online:** [http://www.una.edu/writingcenter](http://www.una.edu/writingcenter)
Center Resources

• Consultants
  – Peer Writing Consultants who are trained by faculty

• Computers
  – 15 Macs with Microsoft Operating Systems and Programs
    – Academic work takes priority, then Facebook, IM, etc.

• Books
  – Handbooks, Grammar Guides, ESL, Business Writing, Literature, etc.
    – Books stay in the Center – no loans

• Handouts
  – Writing Process, Higher and Lower Concerns, Citation, etc.
About Consultants

• Consultants will...
  – ...serve as a “Sounding Board” for your ideas.
  – ...help you identify strengths in your paper.
  – ...help you identify and teach you how to correct weaknesses.

• Consultants will not...
  – ...edit your paper while you wait.
  – ...work with you on an assignment the day it is due.
  – ...appeal your grade to a professor.
  – ...be the final word or accept blame for your writing.
What Should I Bring?

• Assignment sheet, textbook, or syllabus
  – We need to see the assignment in order to help!

• Some writing, or some ideas for writing
  – We can help you get started if you don’t have these, but it always helps to have something on hand.

• Focused Questions
  – It always helps when you have specific issues we can address.

• Pen and paper, jump drive, etc.
  – You need to be able to produce work, or at least save it if you work on computer.

• Your intellect and interest in learning
  – It’s easier to work with someone who is interested!
Online Resources

- [http://www.una.edu/writingcenter](http://www.una.edu/writingcenter)
- Scheduling for all students
- Online Consulting for long-distance students
- PDF Handouts & PowerPoints
  - Process, Higher Order Concerns, Lower Order Concerns, Research Argument and Structure, etc.
  - APA & MLA Styles, Research, Writing Issues
- External Links
  - Presentations, Websites, etc.
Writing Center Etiquette

• No food or beverages at the computer stations.
• Cell phone use is prohibited.
  – Please turn them off or set them to vibrate; please exit the facility to accept a call (and come back when you are finished!)
• Computers are for academic uses first!
  – If the lab is full and you are not actively researching or writing, you will be asked to give up your seat.
• Conversation and controlled laughter are fine; all other types of excessive volume are prohibited.
• Applicable university policies, academic integrity, common courtesy, and human civility apply here.
Questions?

For more information, contact the Center...

http://www.una.edu/writingcenter
256-765-6015

...or the Director:

Dr. Robert T. Koch Jr.
Collier Library Basement
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