



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>
- **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>

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>
- 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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Developed by
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Updated 8/25/12 by Cayla Buttram

