Dear Colleagues,

CWC funding for spring seems stable, so please encourage your students to use CWC services. To help you inform your students, I am posting a current flier and a faculty referral form. (These will be available no later than Th., Feb. 26 on the "For Faculty" page at potsdam.edu/cwc.)

College Writing Center tutors are available to meet with your students throughout the week, in two locations, between 10 am and 9 pm. Email feedback is also available, and we have streamlined that process; please find guidelines on our webpage. Students simply need to plan ahead, book an appointment, and communicate in advance if they must change or cancel it. (Walk-ins may be accepted, and we’ll advertise the best hours for walk-ins after the March break.)

Student writers should bring YOUR WRITTEN ASSIGNMENT, along with their draft or plan, in order to provide context for their work. Tutors can also help them to improve their plan based on your assignment.

Please email me any time at cwc@potsdam.edu if you would like to talk about any aspect of CWC services! Do you want to request a brief visit by a tutor to explain CWC services? Would you like me to inform CWC tutors about a particular assignment? Do you want tutors to hold peer response meetings with small groups of your students outside of class? Do you want to invite tutors to visit your class and work directly with your students during class time?

RESOURCES:

Students have praised our Self-editing Guide and our helpful, peer-friendly tutorials posted under "Citing Sources." Other handouts and links are available on our web page as well. Let me know if you could use a customized handout.

WHO ARE THE CWC TUTORS?:

Any student needing a specialized tutor should make that request at our reception desk or email me directly at cwc@potsdam.edu. Our tutors have strengths in many areas: biology, anthropology, literature, philosophy, history, community health, education, politics, communication, music history, creative writing, and dance, among others. Tutors work with a number of second-language writers, so they are engaged in special training for that work this semester.

All tutors have completed a one-semester training course including 20 hours of observation/co-tutoring. We review their work annually and provide coaching as needed throughout the year.

HOW CWC TUTORS WORK WITH YOUR STUDENTS:

Tutors will always try to start by discussing your assignment. They will then offer feedback on overall organization and argument by posing specific questions to elicit the writer’s intentions and to prompt and sometimes guide the writer’s revisions and edits. Usually, editing issues come next.
As you probably know, CWC tutors will not write on the student's paper or tell them how to rewrite phrases or sentences. However, they will discuss clarity, editing choices, word use, punctuation, citation; they facilitate the writer's work and provide new information about these writing skills when needed.

And, a tutor and writer can only cover so much ground in a 45-minute session! Follow-up sessions will be suggested when necessary.

Last year, we served 543 students in 2,020 individual tutoring sessions. The uncertainty about budget seems to have diminished student requests. As I say, funding for spring is now stable. I hope to hear from you and your students!

Sincerely,

Jennifer Mitchell