

**ENGLISH 901 FAQ'S
PCC WRITING CENTER**

What if I forget my schedule, assignment sheet, or ID card?

Even though we require that you have all three of the above things in order to be checked in for class, we do have mercy. If you have at least two out of the three items listed above, you will be allowed to check in anyway. However, we have a limit of **two times** when we will check you in without all the required items. If you come a third time without all three items, you will not be allowed to check in for class and will be considered absent.

What if I lose my Assignment sheet?

You may go to the English 100 "Class Information" area and print a new assignment sheet. Then, bring in your new copy, and we can verify the days when your card was scanned in and out of the Writing Center. However, if you came without your ID card, the electronic attendance system has no record of your attendance for that day. Without your paper backup record, we will not verify that you came to class on that day. Your assignment sheet is an important paper backup record for **you**. Don't lose it!

How does the English 901 grammar and writing website work?

On the second day you come to the Writing Center, please go through the online orientation to **MyWritingLab** (It's in the English 100 **Class Assignments** area). Follow the numbered instructions (#1-4) in order to register. After you register, please start working on the four diagnostic assessments. If you run out of time in the middle of one of the diagnostic tests, don't worry. You can stop in the middle of a diagnostic and start up the next time at the same spot. When you have finished all four diagnostic assessments, the **MyWritingLab** program will create a customized study plan for you. Please note that the first diagnostic test is the longest, so don't get discouraged if the first test takes you a long time.

What will I do here?

1. COMPLETE GRAMMAR & WRITING ASSIGNMENTS

Start following the study plan assignments that the **MyWritingLab** program has assigned to you. You must receive a score of at least 85% on an exercise in order to achieve "mastery" of that section. The program keeps track of all the work that you have done, and your English 100 teacher can have access to your results if he or she desires.

2. MEET WITH AN INSTRUCTOR OR PEER WRITING CONSULTANT

This is one of the most important and helpful services that we offer, so you should take advantage of this service as much as possible. You should meet with an instructor or peer writing consultant at least twice this semester, but you can opt to meet more than two times. Check your assignment sheet for the days that you should meet with an instructor or peer writing consultant.

You can bring in an English class writing assignment that is at any stage of the writing process. You don't have to wait until you have finished a paper. You can meet with and talk about what you have been doing here in the Writing Center. Most sessions last between 15 and 20 minutes. If you meet with a with an instructor or peer writing consultant but have not completed 45 minutes in the Writing Center by the end of your tutoring session, please return to the Writing Center computer area. You can either work on a paper or log into **MyWritingLab** and continue working, so you can meet the minimum time requirement.

3. TYPE RESPONSES TO WRITING PROMPTS AND/OR INSTRUCTOR ASSIGNMENTS

If your instructor has assigned a composition, you can type it during your Writing Center class. If you do not have a current writing assignment from your English professor, we have a list of writing prompts that

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you can use. These can be helpful if you are assigned for tutoring the next week, but you do not have a composition from your English class to review. After completing one of our writing prompts, you will have something to review with a tutor, who can address any problems that show up in your writing. Be sure to print out whatever you type. You will need to show this printout to the Writing Center staff in order to receive credit for the hour, even if you do not finish the composition.

You might want to use a “thumb drive” or floppy disk to save your compositions, so you can work on them both in and out of the Writing Center.

ACCEPTABLE ASSIGNMENTS AND INTERNET USAGE

The ONLY online activity that is acceptable is accessing MyWritingLab. Browsing other websites is never allowed. You will only be warned about inappropriate use of the internet once in the semester. After that, if you are caught using the internet for any other purpose, you can be dismissed from class with no attendance credit for the day.

4. PARTICIPATE IN A SPECIAL WRITING CENTER MINI-SEMINAR

We have developed several seminars for English 901 and 902 students. These seminars emphasize brainstorming and organizing skills and involve the use of laptops. The specially trained writing consultants who conduct these seminars will select three or four students at the start of the hour. If you are selected, you are required to participate. However, you will not be required to participate more than once a semester.

5. COMPLETE LIBRARY RESEARCH ASSIGNMENTS

Although anyone can use the internet to locate an infinite amount of information, students find it difficult to find specific, accurate information. Therefore, we have created a series of lessons for you to improve your skills in locating and using credible sources. Each week, you must complete the two parts of each lesson. You should print the results at the end of both parts 1 and 2 each week.

Here is a list of your library research assignments with details about each:

A. LIBRARY LESSON 1

Part 1: “Selecting Sources of Information” tutorial.

Part 2: “Understanding Plagiarism” tutorial and QUIZ

B. LIBRARY LESSON 2

Part 1: “Selecting and Evaluating Information” tutorial.

Part 2: Print out and complete the “Developing a Topic” assignment

C. LIBRARY LESSON 3

Part 1: “Research Strategies tutorial” tutorial.

Part 2: Credible Sources Count tutorial and Quiz

How do I Check out?

However, each time you come to the Writing Center, you must write down in detail on your assignment sheet what you worked on. It is NOT sufficient to write “*I worked on grammar.*” You need to write down specifically which area of grammar you worked on and what exercises you completed. *Here’s an example of the kind of detail we’d like you to write on your assignment sheet:*

“I worked on Fragments again this week: I watched the online video, and I completed two Recall exercises and one Apply exercise.”