

getting the most from student writing support—appleby

Our Philosophy

Student Writing Support (SWS) helps you become a better writer. Through collaboration between the student and the consultant, we help you develop confidence and good writing habits. We facilitate the process by listening to writers, helping them clarify and articulate their ideas, and affirming the experiences and abilities they bring to their writing. Although consultants work with you on specific writing assignments, what you learn applies to all of your writing.

What a Session Looks like

- A consulting session involves a conversation between a writer and a consultant. As part of that conversation, the consultant will need to ask you questions to ensure that your goals are being met; therefore, you cannot drop off a paper and leave.
- Appleby sessions are generally shorter than those in Nicholson. Appleby sessions generally last about 35 minutes. The consultant has the right to end a session at any time.

How to Use SWS—Appleby

Come see us early and often! We can help with all stages of your writing process, including brainstorming and organizing ideas, developing your thesis statement, and documenting sources appropriately.

Come ready to work! It's your paper and ultimately your responsibility. Coming to the writing center doesn't guarantee you an "A" paper. Our job is to ask you questions that get you talking, thinking and writing. We can offer suggestions and help you improve your paper.

Just Walk In

- SWS—Appleby is a walk-in service, which means that all Appleby writing consultations take place on a first-come, first-served basis. Depending on the consultants' schedules and the amount of traffic, you may not be able to work with a specific consultant on a given day. We do not make appointments.
- When you enter 9 Appleby, look for a writing consultant—they are the ones wearing nametags. Approach one who is not working with another student and introduce yourself.
- If all consultants are busy, put your name on the waiting list, then sit where you can wait comfortably; please pay attention so that when a consultant calls your name, you will hear it. If you are not present when your name is called, you will forfeit your spot, and your name will be crossed off the list.
- Please have a hard copy of your paper, your assignment, and/or your notes ready.
- To get the most out of your session, please identify in advance the two or three specific questions/concerns you have and/or a section of text you'd like to look at.

Make yourself (and others) at home

- This is a great place to write on your own. Feel free to use our dictionaries, style guides and other reference materials while you are in the center. Please work quietly to show respect for others who are using the space.
- Please turn off your cell phone and/or reduce the volume on any electronic devices so that consultants and others using the space are not distracted.

Interested in a 45-minute appointment?

For consultations by appointment, please call our Nicholson location (612.625.1893) or go online to writing.umn.edu/mySWS, where you can choose between face-to-face and online consulting sessions. You can schedule appointments up to three weeks in advance.

Consultants

We have consultants who specialize in working with non-native speakers of English and consultants who have experience with writing in specific genres and disciplines. Our consultants work on a regular schedule; to see who works when, visit writing.umn.edu/mySWS, and click “walk-in schedule.” To learn more about all of our consultants, visit writing.umn.edu/sws, and click on the link to “consultant bios.”

Our writing consultants will

Help you get started on an assignment

“I have to do a literature review, but I don’t know where to start. How can I approach this assignment?”

Discuss concerns about structure and organization

“I have all these ideas for my senior paper, but I am not sure how well they work together.”

Address questions about clarity in your writing

“I am not sure if this paragraph makes sense. Is it clear to you?”

Model revision and editing strategies

“How can I make my sentences clearer and more direct?”

Teach you how to proofread

“My instructor told me that I have a lot of passive voice in this paper. What does it look like so I can fix it?”

Direct you to other writing resources

“Is there a book or website that can teach me how to properly cite things in an English paper?”

Provide you an opportunity to reflect on the session

“How will I apply what I learned today to my writing in the future?”

Our writing consultants will NOT

Proofread your paper for you

“Can you correct all the comma errors in this paper?”

Write your paper, or tell you what to write

“How would you make this point?”

Tell you what your instructor wants

“Will my instructor like what I have written here?”

Evaluate or guarantee a grade for your paper

“Will this get me an A?”

Additional Policies

In Appleby, we can work with a student a maximum of two hours per day and four hours per week (including Nicholson and SWS.online consulting time).

Student Privacy

Student Writing Support will not verify or discuss your session with your instructors. However, this does not mean that you cannot discuss your sessions with them. For this purpose, you may want to complete our Student Reflection Form after your session (available in Appleby and Nicholson or at writing.umn.edu/docs/sws/reflection.pdf.) If your instructors require verification, please direct them to writing.umn.edu/sws/instructors.htm for information about our policies.

Take-Home Exams

Consultants will not help with take-home exams unless the instructor states in writing on the exam or in the syllabus that it is permissible for students to use our services specifically on these assignments.

Other Resources

Along with our consultations, Student Writing Support–Appleby provides other writing resources:

- Quicktips and online writing resources at writing.umn.edu/sws/quick_help
- Citation manuals—APA, Chicago, MLA
- Books on writing in specific disciplines
- Workshops on common writing-related concerns—see our website for current topics and dates.

Student Writing Support	Center for Writing	writing.umn.edu/sws
Main Location	Appleby Walk-In	SWS.online
15 Nicholson Hall	9 Appleby Hall	writing.umn.edu/sws/appointments_online.htm
open Mondays – Fridays	open Mondays – Fridays	check online schedule for availability
check website for current hours	check website for current hours	
612.625.1893	612.626.1328	