

# 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 writing consultation is**

A writing consultation is basically a conversation between a writer and a consultant. During that conversation, the participants will set an agenda for the session, talk about the work in progress, and work together to meet the writer's goals.

## **How to use SWS—Appleby**

### **Come see us early in your writing process!**

- We can work with you during all stages of your writing process, including brainstorming and organizing ideas, developing your thesis statement, editing and proofreading your sentences, and documenting sources appropriately.
- The earlier you come in before a writing project is due, the more work we can do together. Even if you haven't written anything, we can work with you to brainstorm and get started.

### **Come ready to work together!**

- To help your consultant understand the context of your writing project, please bring your draft, assignment sheet, syllabus, notes, or any other materials you want to share with the consultant.
- In a 40-minute session, consultants may only be able to read a few pages of your draft; to make the most effective use of your time, please decide what you would most like to focus on.

### **Just walk in.**

- All Appleby writing consultations are walk-in only. 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.
- When you enter 9 Appleby, check in at the "Appleby sign-in" computer. The sign-in list gives priority to students who have not had a consultation that day, and/or have not already had two consultations that week.
- If you are not present when your name is called, you will be removed from the sign-in list.

### **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 phone and/or reduce the volume on any electronic devices so that consultants and others using the space are not distracted.

## **Consultants**

All of our consultants are comfortable working with all kinds of writing and writers. In addition, some of our consultants specialize in working with non-native speakers of English (look for "Multilingual Learner Specialists" on our website), and many have experience with writing in specific genres and disciplines. Our consultants work on a regular schedule; to see who works when, use your X500 to log in at [writing.umn.edu/mySWS](http://writing.umn.edu/mySWS), and click "view walk-in schedules." To learn more about all of our consultants, visit [writing.umn.edu/sws](http://writing.umn.edu/sws) and click on the link to "consultant bios."

## Interested in a 40-minute appointment?

For consultations by appointment, please call our Nicholson location (612.625.1893) or go online to [writing.umn.edu/mySWS](http://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.

### 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 comma splices in this paper. What do they look like so I can fix them?"*

Direct you to other writing resources

*"Is there a book or website that can teach me how to cite sources in a History paper?"*

### 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?"*

## Important policies

### Late, no-show, and cancellation policies

If you are more than 5 minutes late to an appointment, it may be given to a waiting student. If you cannot attend your appointment, please log in to [writing.umn.edu/mySWS](http://writing.umn.edu/mySWS) or call 612.625.1893 to cancel as soon as possible. This frees your consultant to see other students at that time. If you do not cancel, the appointment will be labeled a "no-show." Habitual no-shows will affect your access to SWS services.

### Exams

Consultants will not work with you on take-home or preliminary exams unless the instructor states in writing—whether on the exam, in the syllabus, or in an email to [writing@umn.edu](mailto:writing@umn.edu)—that it is permissible for students to use our services specifically on these assignments.

### Student privacy

Student Writing Support will not verify or discuss your session with your instructors. However, you are free to discuss your sessions with them. For this purpose, you may want to complete our Student Reflection Form after your session (available in 15 Nicholson and 9 Appleby or at [z.umn.edu/swsreflection](http://z.umn.edu/swsreflection).) If your instructors require verification, please direct them to [writing.umn.edu/sws/instructors.html](http://writing.umn.edu/sws/instructors.html).

### Misuse of identification

Student Writing Support will not work with clients who represent themselves as being someone else. Students using another person's University identification, or transferring to anyone such identification, are engaging in falsification, among other violations of the Student Conduct Code. These students may lose access to SWS services. For more details, please see [z.umn.edu/SWSpolicies](http://z.umn.edu/SWSpolicies).

## Student Writing Support

15 Nicholson Hall  
by appointment; some walk-in available  
open Mondays – Fridays  
check website for current hours  
612.625.1893

## Center for Writing

9 Appleby Hall  
walk-in only  
open Mondays – Fridays  
check website for current hours  
612.626.1328

## [writing.umn.edu/sws](http://writing.umn.edu/sws)

SWS.online  
by appointment only  
open Mondays – Fridays  
check website for availability  
[writing.umn.edu/sws/visit/online](http://writing.umn.edu/sws/visit/online)