

Writing Center Guidelines & Procedures

Dakota State University

The DSU Writing Center is a free service provided to undergraduate students who seek assistance in the areas of Reading, Writing, and Critical Thinking across a variety of disciplines.

What Can We Help With?

- Developing essays
- Researching assignment topics
- Improving reading and writing skills
- Interpreting a course text
- Brainstorming for upcoming papers
- Revising written work

Eligible students: All students enrolled in undergraduate courses on-campus and online are eligible to utilize the Writing Center and Writing Center Online. At this time, the Writing Center is unable to support graduate students.

Editing: Learning Assistants in the Writing Center will collaborate with students to revise, improve, and develop written work and/or reading skills. The DSU Writing Center is not an editing or proofreading service. Students are responsible to bring materials and ideas to these discussion-based appointments.

Number of appointments: The standard appointment length is 30 minutes; however, students can schedule up to one hour each week.

Writing Center Online: Students seeking feedback via the online dropbox are required to schedule an appointment with a Writing Center Learning Assistant and complete the Online Response Form. Submissions to the dropbox without a corresponding appointment and form will not be reviewed until the form is received.

Missed Appointments: If a student must miss a previously scheduled appointment, they are expected to reschedule through Starfish at least 24 hours in advance or notify their Learning Assistant (or writingcenter@dsu.edu) if time does not allow for a reschedule. If a student misses more than three (3) scheduled appointments in a semester without communication, they are no longer eligible to reserve a time slot and must utilize drop-in hours only.

Required Sessions: In most cases, the Writing Center is a voluntary service offered to DSU students. However, attending the Writing Center is a required component of some university courses. Students in these select courses are expected to attend Writing Center sessions, either as part of a small group or a one-on-one session, at intervals determined by the course instructor. Writing Center staff will notify the course instructor when this requirement is met.

In cases where participation is required, campus students are expected to make on-campus appointments in the Writing Center.

Online appointments may be scheduled if the student meets the following criteria (or receives approval from course instructor):



- If the student commutes from an off-campus location;
- If the student has a contagious illness complete with doctors' note or similar document (submitted to course instructor, not to Writing Center);
- If making an appointment with the Writing Center represents significant hardship as deemed by the course instructor;
- If serious inclement weather and threatening conditions prevent travel.

Printing/Preparedness:

Students are expected to bring either a paper copy or electronic copy of any relevant materials (this may include your essay, the assignment prompt, and previous/current feedback from your instructor). At this time, we are unable to print copies in the Writing Center and cannot open flash drive content on staff computers. There are several printers available to students throughout campus (TC, KML, and most residence halls).

Etiquette:

The DSU Writing Center offers free support to all DSU undergraduates. Students are expected to act with the same level of professionalism in the Writing Center as they would in a classroom setting or other university-sanctioned activity. Disrespect or aggression of any kind will not be tolerated. Violations of these terms (or those outlined in the [Student Code of Conduct](#)) may result in ineligibility for this campus service.