

WRITING CENTER FAQ

How do I schedule an appointment?

To view and claim available appointments, open your Starfish account and look for the “DSU Writing Center” service on your *My Success Network*.

A detailed How-To guide is available upon request. For further assistance, email writingcenter@dsu.edu.

When is the Writing Center open?

Writing Center hours vary from semester to semester. Current hours are found in the following locations:

- Posted on the Writing Center D2L course homepage
- Listed as available appointments on our Starfish calendar
- Displayed on the door of the Writing Center (Beadle Hall #112)
- Published in DSU ActivitiesPost early in the semester and during Finals Week

What are my appointment options?

The DSU Writing Center and Writing Center Online offer five session types:

- 1). Individual, In-Person Consultation (Beadle Hall 112)
- 2). Walk-In Hours (Beadle Hall 112)
- 3). Small Group Consultation (Beadle Hall 112)
- 4). Distance Consultation (via Skype or phone; email writingcenter@dsu.edu to schedule)
- 5). Dropbox Submission (Writing Center D2L page)

How long will my appointment be?

We offer 30-minute appointments. Depending on the availability of the Learning Assistants, students may schedule two 30-minute sessions.

What should I bring to my appointment?

Often this depends on what you hope to accomplish. We recommend you bring your course text, a copy of the assignment, and a copy of your draft.

What if I don't have a draft? Can I still make an appointment?

Absolutely! We welcome writers at any stage of the process. While it is helpful to have a draft, our Learning Assistants can also help with brainstorming and essay development. If you don't have anything written, bring your ideas, questions, and a copy of the assignment and readings. Note: to use the dropbox feature, writers must have a draft of their document. Distance students without a draft should consider a teleconference session.

Will the Writing Center notify my professor that I attended a session?

If a professor requires Writing Center attendance, they will raise a “to-do” item in Starfish that will be cleared by the Learning Assistant after your appointment (automatically notifying your instructor you attended). If attendance is not required, at the end of each session we will ask if you would like your professor notified. If so, we are happy to send a notification. But if you would prefer we didn’t, that’s fine too. For those distance students using our dropbox feature, a follow-up response to the feedback is required before our staff will notify your professor.

As a distance student submitting through dropbox, why do I need to schedule an appointment?

Our Learning Assistants have a limited number of available appointments each week. While many appointments are held one-on-one (either in person or via video/teleconferencing), even if you request asynchronous feedback in the dropbox, our staff will reserve 30 minutes of their schedule to review your essay and provide a response during the appointment time.

How long does it take to receive feedback on my dropbox submission? Where will I find it?

You can expect to receive a response within 24-48 hours of your scheduled appointment. Feedback will be posted in the dropbox folder you used for the original submission.

If you do not see feedback within 48 hours, please email writingcenter@dsu.edu.