



Mountwest

Community & Technical College

Writing Center



LOCATED IN
ROOM 304

Feeling comma-tose?

Call the **WC** Hotline: 1-304-710-3437

We Can help.

Welcome to the Writing Center!

Please take a moment to read our policies and practices.

THINGS YOU'LL NEED:

- A **printed** draft of your essay
- The assignment sheet given to you by your instructor

We encourage you to have a typed/printed draft of your paper to help you better engage in the session rather than relying on your instructor to give you real-time feedback as you revise your essay on the computer.

*Revision takes place **AFTER** you leave the Writing Center.*



THINGS YOU'LL NEED:

- BABYSITTER

We understand that you may have very little time to get further instruction on your assignment, and we appreciate your dedication; however, sometimes that means arranging childcare while you attend class or visit the Writing Center in order to maintain a less disruptive environment for you and others seeking help.



THINGS YOU WON'T NEED:

- CELLPHONES

We like to keep the Writing Center as inviting as possible. However, simply because we promote an atmosphere of open communication doesn't mean you should interrupt your session or others by checking your texts, answering calls, or letting your customized ringtone loop for several minutes.



THINGS YOU WON'T NEED:

- SNACKS

Your session will only last 30 to 60 minutes, so we ask that you leave food and beverages at home; the computers in the Writing Center are very expensive, and residue from greasy snacks don't simply stay on your fingertips when you type. Open bottles also have the potential to spill and damage electronics.



THINGS YOU WON'T NEED:

- APPOINTMENTS

While we do allow appointments, we mainly offer tutoring on a walk-in basis. If you need individual help with a specific instructor that you're comfortable with, you may make a request by filling out the appropriate form in the Academic Skills Center.



THE WRITING CENTER OFFERS INDIVIDUALIZED
30 MINUTE TUTORING SESSIONS FOR STUDENTS
CURRENTLY ENROLLED IN MCTC CLASSES

1. **Your visit to the Writing Center is important to us. As a result, you will be treated in a polite, courteous manner by all tutoring staff.** The tutoring staff is dedicated to helping you with your writing problems. We are here to help!
2. **Put away all cell phones and electronic devices while working in the Writing Center.**
3. **Bring a hard copy of your rough draft and any notes you have on the assignment.**
4. **Bring a flash drive to save your work.**
5. **Be prepared to provide some basic information about the reasons for your visit.** The tutor will ask you some questions which will facilitate discussion regarding your writing problems.
6. **Please provide the tutor with an essay assignment sheet each time you visit the center.** Most instructors will provide you with an assignment sheet for each essay. The assignment sheet allows the tutor a chance to understand the specific essay requirements.
7. **At the beginning of the session, the tutor will ask you to read the essay aloud.** This is an important and beneficial portion of the tutoring session. The tutor will take notes on what is being read. This accomplishes two purposes. First, you will often discover certain problems in your writing by reading aloud. Second, your tutor will have a chance to gain an understanding of what the essay is about and what problems need to be addressed.
8. **Your tutor will review each paragraph of the essay with you and discuss the strengths and weaknesses of each paragraph.** Your tutor may use a variety of strategies to help you address the problems with your writing.
9. **Please remember that the tutor's comments are designed to help you improve your essay/writing.** The comments are not meant to critically judge your ideas, thoughts, opinions, writing style, etc.
10. **Remember, the tutor's role in this process is not to write or rewrite the essay for you.** Instead, the tutor's role is to provide constructive criticism on ways to make the essay stronger.
11. **If you need assistance with the prewriting stages of essay writing, the tutor can provide assistance with those issues as well.** The tutor may employ a variety of strategies to help generate ideas for your essay. You may be asked to participate in a learning activity with the tutor.
12. **In order for your visit to be successful, do not come for a tutoring session the day the essay is due.** The tutor will be unable to complete a productive session with you. Moreover, you will not have time to make the appropriate revisions before the essay is due.
13. **Please remember that your final essay grade is determined by your classroom instructor.** Your classroom instructor may view your essay differently than your tutor. If you have additional concerns about your essay, contact your classroom instructor.
14. **The tutor reserves the right to terminate any tutoring session if you are not following proper etiquette during the session.**