

Chestnut Hill College Writing Center

Frequently Asked Questions

1. What types of assistance will I receive during a tutoring session?

Faculty and trained student tutors assist in the following:

- Understanding an assignment
- Narrowing the topic and brainstorming ideas
- Focusing or organizing a paragraph or essay
- Providing feedback on a rough draft
- Learning how to proofread and edit *your own* papers
- Understanding how to revise an essay according to an instructor's recommendations
- Reviewing rules for grammar, punctuation, and sentence structure
- Discussing elements of style such as conciseness, word choices, sentence variety
- Reviewing guidelines for how to document research (APA, MLA, Chicago) and avoid plagiarism
- Demonstrating software to help with beginning a paper or organizing your ideas

2. How can I schedule an appointment?

You can schedule an appointment in one of the following ways:

1. Call 215-248-7114
2. Email tutoring@chc.edu
3. Stop by the 3rd floor of St. Joseph Hall, Room 333

Please provide us with the following information when requesting an appointment:

1. Course (For example, English 101, Human Services 598, Global Studies)
2. Program in which you are enrolled (undergraduate SUS, Accelerated, or graduate)
3. Brief description of your assignment and its length or the skill you would like to cover (For example, 2-page response paper, 7-page argument paper, review of commas, practice with thesis statements, questions on APA documentation)

Tips on Scheduling Appointments:

- Appointments are 30 or 60 minutes long.
- Walk-ins are welcome, but walk-in appointments are not guaranteed.
- We recommend scheduling an appointment at least *two days* before a paper is due. You may schedule an appointment up to a week in advance. You may schedule up to 2 appointments per week.
- If your paper is more than 7 pages long (such as a senior seminar paper), you may request read ahead time at least 5 days before your scheduled appointment. However, read ahead time is not guaranteed, especially in the last two weeks of the semester.
- If you cannot attend a session, please call to cancel or reschedule, so the Center can accommodate other students. Missing a scheduled appointment without contacting the Center will result in no tutoring for one week.

3. What should I bring to my tutoring session?

1. Assignment guide and course syllabus
2. Printed copy of your paper or work
3. Questions on the assignment or on grammar/writing in general
4. You should come to your session prepared with at least some ideas for your paper.

4. Can the Writing Center edit or proofread my paper?

No. The Writing Center is not an editing or proofreading service. Tutors can discuss *strategies* for editing and proofreading, but our sessions are collaborative. Tutors will read your paper in a systematic way for content, organization, clarity, and style/grammar.

****Important Note:** The Center will help you identify patterns of grammatical errors, learn grammatical rules, and apply some examples to your paper. The Center has several resources to review and practice grammatical concepts, mechanics, and style.

5. Does the Writing Center help me with research?

Tutors can help you navigate the library web site and can discuss how to focus a topic, but you should do your research individually. If you need assistance with research, contact the CHC Logue library to arrange an appointment with a research librarian. See <http://www.chc.edu/library>.

6. Can the Writing Center (or my tutor) help me to study for my tests or work on exams?

No. You can visit Student Learning Services for help with test taking strategies, study skills, or content of a specific course: http://www.chc.edu/sus_student_services.aspx?id=900.

****Important Note:** The Writing Center cannot help with take-home exams unless the Writing Center's director has explicit permission from your instructor.

7. Can the writing center help me with my resume, cover letter, or admissions essay?

The Writing Center's web site includes resources for business writing as well as admissions essays. Tutors do not cover these topics. Please contact the Career Development office for assistance with these matters: http://www.chc.edu/Undergraduate/Services/Career_Development/.

8. Does the Writing Center offer services in addition to individual tutoring?

Yes. The Writing Center offers **free handouts** on grammar, style, organizing paragraphs and essays, writing in multiple disciplines, and research documentation (APA, MLA, Chicago). You do not need an appointment to browse and take any handouts. Many of these resources are also available on our web site: <http://www.chc.edu/writingcenter/>. The Center also offers **free group workshops** in creative writing, grammar, research documentation, and style. Flyers announcing workshop topics, dates, and times are posted on the Writing Center's web site and are emailed to students and faculty.

9. Does the Writing Center help with MLA, APA, and Chicago documentation?

Yes. We do not check over each citation in a paper, but tutors can show you helpful web sites, a sample paper's formatting, and model entries for specific sources (such as citing a web page or electronic journal article). We recommend the Purdue Online Writing Lab as a resource:

<http://owl.english.purdue.edu/>. This site has style guides for MLA, APA, and Chicago style as well as sample papers and PowerPoint presentations that review each documentation system. When making an appointment, please tell us which documentation system you are using, so we can place you with an appropriate tutor.