

## **Resources**

Also available through the class Carmen website at <http://carmen.osu.edu/>.

- x Writing Center Policies
- x <http://writingcenterjournal.blogspot.com/>

- x <http://www.writing.ku.edu/wcj/>

## Course Requirements

- x Classroom/Practical experience, attendance, and participation
- x Leading Discussion
- x Observation Log
- x Tutoring Philosophy Statement

The grading scale for this course is S/U. In order to be considered satisfactory, **students must complete all assignments**. Performance in this course will be taken into consideration when making hiring decisions.

## Classroom/Practical Experience

One of the best ways to learn about Writing Centers is to observe and participate in what goes on there. For the purpose of this class, you will be given a number of opportunities to observe various kinds of tutorials. We expect you not only to observe and/or participate in the assigned tutorials, but to come to class ready to discuss them with your classmates. You will also complete short assignments in and out of class. Class time is also very important in this course. If you anticipate missing any classes, please discuss this with the instructors.

## Leading Discussion

Each student will be a discussion leader for one class period throughout the quarter. You will sign up for this time during the second week of the class. As discussion leader, you will post three discussion questions to the Carmen site at least two days before the class period (by the previous Sunday night). Be prepared to lead class discussion for about fifteen minutes. As you prepare your discussion questions, you are welcome to meet with either of the instructors to ask questions or discuss the day's readings.

## Tutor Observation Logs

During the course of the quarter, you will be asked to observe several tutorials. Each time you observe a tutorial you need to keep a log that includes the date, the location (Mendenhall, SEL, online, etc.), and your impressions of what happened during the tutorial. These entries could focus on strategies used in the tutorial, the assignment for the tutorial, the Writing Center client, or any questions or concerns you have in light of what you say. Each entry should be **1-2 double spaced pages** in length. We encourage you to observe different tutors as they will all have somewhat different tutoring styles. Your observation log will include the following entries:

- x Entry #1: An observation of a Mendenhall tutorial. **(Due April 8)**
- x Entry #2: A tutorial in which you are being tutored. Schedule a tutorial your personal statement (real or hypothetical). For this entry, submit the draft you brought to the tutorial, a final draft with changes that reflect what you discussed in the tutorial, and a 1-2 page reflection about this process of writing a personal statement and being tutored on it. **(Due April 15)**
- x Entry #3 and #4: An observation of one hour-long SEL shift (must include at least one tutorial, but may include as many as three) and an observation of an online tutorial. **(Due April 22, April 29)**
- x Entry #5: An observation of a tutorial in any location with a client who is a non-native speaker of English. **(Due May 6)**
- x Entry #6: An observation of any format. **(Due May 13)**
- x Entry #7: You will draft your own resume in order to prepare for a discussion on tutoring professional documents. **(Due May 20)**

## Tutoring Philosophy Statement

At the end of the quarter, you will look back over your tutoring notebook and reflect on what you have learned this quarter. Based on various observations, compose a short paper (3-4 pages double spaced) that articulates your personal tutoring philosophy. **Due May 27.**

## Technology

This course relies heavily on technology. Some of your readings and much of your research require that you at least view them on the web (if not print them out). If access to technology poses difficulties for you, please talk to

one of the instructors. You can access this syllabus and the course readings via Carmen. A list of available student computing resources can be found at

<http://sccweb.it.ohio-state.edu/public/hours/>

### Plagiarism

Plagiarism is the representation of another's words or ideas as one's own: it includes the unacknowledged word for word use and/or paraphrasing of another person's work, and/or the inappropriate acknowledged or unacknowledged use of another person's ideas or words. All cases of suspected plagiarism, in accordance with university rules, will be reported to the Committee on Academic Misconduct. If you have any question on what constitutes plagiarism, please talk to one of the instructors before you turn in the assignment. On a day-to-day basis, plagiarism is an issue that surfaces occasionally when working with academic writing and it is something that we will discuss in this

### Students with a Disability

If you have a disability and need particular accommodations, please talk to one of the instructors. Also, you should be registered with the Office for Disability Services (292-3307)

### Daily Schedule

We may alter this syllabus according to the needs of the class. Any revisions will be posted on the class Carmen

R&Z = Ryan and Zimmerelli, chapters from *The Bedford Guide for Writing Tutors*<sup>4th</sup>

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Week	Topics/activities	Student Leader	Reading	Assignments
2 (4/1)	Introduction; Syllabus; Writing Center tour; writing center theory		Syllabus; North (1), North (2), and Lunsford	In class: Sign up for discussion; Schedule an appointment and meet with tutor mentors
3 (4/8)	Being a writer/being a tutor		Brooks; R&Z Ch. 1-3	Log Entr (Mendenhall) due
4 (4/15)	The Writing Process: Higher-level concerns		R&Z Ch. 4	Log Entr (being tutored) due along with Personal Statements
5 (4/22)	The Writing Process: Grammar and Style			Log entry #3 (SEL or Online) due
6 (4/29)	Specific Situations: Online tutorials Short tutorials "Problem clients"		Spooner & Crump; R&Z Ch. 5, 6 & 8	Log entry #4 (SEL or Online) due
7 (5/6)	ESL/EFL		Harris	Log Entr(ESL/EFL) due
8 (5/13)	Personal Statements			Log Entr (any format) due
9 (5/20)	Professional Genres		R&Z Ch. 7	In class: Resume due
10 (5/27)	Academic Genres: Working with graduate student clients			Tutoring Philosophy Statement due
Finals Week				There will be no final for this class.