DSU Writing Center Online

FAQs/ General Guidelines:

**Do you have an appointment scheduled with a Learning Assistant?**

Scheduling an appointment is required for submissions to the Writing Center Online. As a distance student, you may opt to schedule a live conference to discuss your paper with a Learning Assistant or submit your paper to the D2L dropbox to receive feedback asynchronously.

Dropbox submissions without a scheduled appointment will not be reviewed. Instructions for scheduling an appointment in Starfish can be accessed in the “Getting Started” section (upper left corner) of the Writing Center D2L page.

**How do I set up a live conference?**

Please schedule an appointment through Starfish and email [writingcenter@dsu.edu](mailto:writingcenter@dsu.edu) at least 24 hours in advance.

**Why do I need an appointment if I’m just uploading my paper to the dropbox?**

Even if you are not “meeting” with a Learning Assistant, they will reserve time in their appointment schedule to review your work online and provide feedback. This is also how you will know when you can expect a response.

**If I’m using the dropbox feature, what do I need to upload?**

Students submitting a document to the Writing Center Online should upload the following items to the Writing Center dropbox:

* the document/report/essay/project you would like reviewed
* any corresponding assignment instructions (if applicable)\*
* this completed form

All items must be posted to the dropbox prior to your scheduled appointment.

All files should be saved with your last name in the title.

**Where and when will I find the feedback?**

Feedback will be posted in the D2L dropbox within 24-48 hours of your appointment. If you have not received feedback within that timeframe, please email [writingcenter@dsu.edu](mailto:writingcenter@dsu.edu).

**Would you like your instructor notified that you utilized the DSU Writing Center Online?**

If yes: After reading the Learning Assistant feedback in the dropbox, please submit a 3-4 sentence reflection on the feedback. Your reflection should discuss what you learned and what you will do next to revise.

DSU Writing Center Online Response Form

\*All dropbox submissions must have a scheduled appointment time.

General Information:

Name:

Day & Time of Writing Center Appointment:

Name of Writing Center Learning Assistant (if known):

DSU Email:

Course and Instructor:

\*If you do not have a copy of the assignment guidelines to upload (see above), please describe the assignment, your goals, and any other specific instructions the Learning Assistant may find helpful when reviewing your materials.

[Textbox]

Writer’s Questions + Learning Assistant Feedback (Dropbox only)\*\*

Please list three questions you have for the Learning Assistant who will review your document(s). Questions should focus on areas of writing you’d like to improve on and should NOT request only grammatical proofreading. Examples: Are my transitions effective? Have I provided enough supporting evidence for my claims? Is my thesis clear?

1). Writer’s Question (1):

Learning Assistant Response:

2). Writer’s Question (2):

Learning Assistant Reponses:

3). Writer’s Question (3):

Learning Assistant Response:

*\*\*Adapted with permission from University of South Dakota Writing Center.*