GUIDELINES FOR INSTRUCTORS	University Learning Center

What we do:

We work interactively with students to help them become better writers. While we strive to help students with whatever they wish to work on when they come in, the ultimate goal is to provide them with tools and strategies that they can eventually put into practice on their own.

Students dictate the direction of the session and tutors help to identify issues ranging from misinterpretation of an assignment, organization, clarity, irrelevant or unbalanced support, improper use or lack of citations, and global grammatical errors (errors students make repeatedly).

What we do not do:

We do not edit or proofread students' work. As stated above, tutors point out issues hindering the paper and work together with the student to improve them.

What we need from you:

Please remind your students to bring in their assignment sheet(s) as well as a printout of their work-in-progress if they have one. Students are, in fact, encouraged to use the session to brainstorm ideas and/or develop an outline.

In-class Orientations and Writing Workshops

Representatives are available to come to your class to give a general overview of the Learning Center and its services and a demonstration of how to make an appointment. In addition, we offer several writing-related workshops (see topics on the 'faculty resources' tab of our website www.newschool.edu/learning-center where you will also be able to submit a *Workshop Request Form*).

We also provide **math assistance** and help with **oral presentations** and **time management**.

ESL students can get help with speaking and listening. During **Speech** appointments, ESL Specialist Tutors converse with students and make corrections to grammar and pronunciation. We also hold weekly **ESL Conversation Groups** on Wednesdays from 4-5pm; these meetings are informal and drop-in.

Some students may wish to schedule **weekly appointments**, whereby they meet with the same tutor at the same time on a weekly or bi-weekly basis. Students may only have one weekly appointment per semester, and are welcome to schedule one additional single appointment at a time.

**If you have questions about any of the above or have a student with a special situation, please contact Learning Center Director Jeannie Kahaney at kahaneyj@newschool.edu or call 212-229-5121.