

20 عاماً من المعرفة
YEARS OF KNOWLEDGE



THE WRITING CENTER

at The Language Institute

University of Sharjah

2018
Student Handbook

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General Information

Mission Statement

The Writing Center at the University of Sharjah is aimed at serving all students taking courses in which English is the medium of instruction and helping them become better and more confident writers. The Center will work with the students to enhance their capabilities in various modes and contexts of written English, and prepare them to be not just successful students at UOS but also more effective participants in the workplace. The Writing Center expects to develop students' abilities to understand and overcome their imperfections, making them richer and more efficient communicators in English.

Objectives

The Writing Center has the following objectives:

1. To provide feedback to students on various writing assignments and to improve their written work in accordance with the assignment's requirements and the instructor's or professor's expectations.
2. To offer tutorials and workshops on writing in English.
3. To offer editing services to faculty members interested in publishing their research, to MA students defending their dissertations, to the administration of the University of Sharjah, and to the community outside the university.

Locations

Women's Colleges: W2 046 B

Men's Colleges: M2 026 E (Starting Fall 2018)

For hours of operation at each location, go to www.sharjah.ac.ae/writingcenter

**Male students can make an appointment to visit the Writing Center on the Women's Campus.*

Who Works in the Writing Center?

Coordinator:

The Writing Center Coordinator is the main point of contact for all consultants and Writing Center users. The responsibilities of the coordinator include:

- making the consultation schedule for each semester
- scheduling and leading regular staff meetings
- assigning off-hour projects
- collating Writing Center usage data
- using data to plan changes/improvement in services
- evaluating student and consultant feedback

Faculty Consultants:

Faculty consultants are mainly instructors working in the English Language Center. The consultants are selected based on their expertise and experience in helping university students, faculty and staff with their writing. The consultants are:

- exceptional writers
- learner-centred in their approach
- excellent communicators
- sensitive to students' writing concerns and understanding of the need for confidentiality
- enthusiastic about helping students become better writers

Information/Forms for Students

This section includes some basic information provided to students on our website. Students are also encouraged to check out the FAQ section on our website.

Face-to-Face Consultation Sessions (Handbook)

The Writing Center offers free one-on-one help with all types of writing assignments for undergraduate students.

- The most important thing for a face-to-face consultation is to make an appointment in advance using the online appointment system. Even if you are a walk-in who gets accepted because a slot is available, you will still need to log in and complete the Appointment Form before a consultant can see you.
- All appointments are 25 minutes long and you can book a maximum of two back-to-back sessions lasting 50 minutes.

What we can do

- We are ready to help you with your various writing assignments and projects at any stage in the writing process. We can help you brainstorm for an English essay, revise a project report, or refine a cover letter for a scholarship or internship application.
- Your writing is your work and it's important that it continues to remain so. Since our objective is to create better writers — not just better writing — we ***will not*** write, edit, or proofread any section of your assignment for you. We are here to listen, ask questions, make suggestions, and point you towards helpful resources, and to make sure that you have a solid revision plan to help you improve your writing when you leave the session.

What you can do

To make the most use of your session, you will need to plan a little in advance. Writing is a process that needs time – for brainstorming, researching, writing drafts, revising and editing.

- To ensure that you'll have enough time to improve your work based on your discussion with the consultant and the revision plan that you receive, do not schedule a session on the date your assignment is due.
- When you come to the Writing Center, you should bring your assignment prompt, and anything you have written, in hard copy. Consultants also find it useful if they can see your course outline, class notes, or reading lists.

What you need to remember

- Repeating appointments

When a single session is not enough to cover everything, we are more than happy to schedule follow-up appointments for the same assignment.

- Being on time for your sessions

Please be on time for your appointment. If you are more than 5 minutes late, you will be treated as a no-show. Three no-shows and you will not be able to make any more online appointments during the semester

- Cancelling an appointment

We understand that things happen and appointments cannot be kept. In case you can't make it your scheduled session, make sure to log in to your appointment schedule and cancel your appointment. You must do this at least 2 hours before your scheduled appointment time. This allows other students an opportunity to use that slot. If you do not cancel your appointment within this time frame, you will be considered as a no-show. Three no-shows and you will not be able to make any more online appointments during the semester.

Making An Appointment with www.sharjah.ac.ae/writingcenter

To make a Writing Center consultation appointment, students will first go to the Writing Center web page, which can be accessed via the UoS Language Institute home page under the Writing Center tab.

1. Use your @sharjah.ac.ae email address to log in to the appointment page.
2. From the dropdown menus, choose your college, department and year of graduation.
3. Select the correct schedule (Men's Campus*/Women's Campus) and you will see available appointment times for the whole semester.
4. Select the date and time for your visit to the Writing Center.
5. Fill in the Assignment Details section as completely as possible. The more a consultant knows before a session, the more focused and helpful your time together will be. Once you are done, click on "Submit". Your appointment is done.

If you cannot attend for some reason, send an email to write@sharjah.ac.ae with your UoS ID number and the date and time of your appointment. Make sure to write "Cancellation" in the "Subject" field.

You must cancel your appointment at least 2 hours before the scheduled session or else you will be considered a no-show. If you have three no-shows in one semester, you will not be able to make any more appointments for the rest of the semester. Remember, by not cancelling on time, you are taking away the time from someone else who might have needed it.

You will need to contact write@sharjah.ac.ae to discuss having your account reset.

Filling Out the Survey Form

At the end of each consultation session, you will receive an email in your UOS mailbox. Please take a few minutes to follow the link and fill out the anonymous survey. Your opinion is important not just to evaluate our performance, but also to help us plan for the future and create new resources.

Proof of Attendance Form

This form is proof that a student has attended a session at the Writing Center after being asked to by his/her instructor. You can request this form at the end of your session.

Proof of Attendance
_____ (ID# _____) attended a Writing Center consultation session with _____ on _____.
Together, we worked on _____.
We focussed on: _____
_____ (Consultant Signature)