

## Mission

The mission of the Warner School Writing Support Services is to create a supportive atmosphere for dialog about the writing process. Our consultants are readers engaged in students' writing, and offer a non-directive, responsive approach to providing students with the strategies needed to learn productive habits in all stages of writing.

## Writing Workshops

In addition to consulting services, we also offer a series of single-topic workshops. Students and faculty are welcome to drop in on one or more of these workshops, which are offered both in fall and spring semesters. Visit [warner.rochester.edu/programs/writing](http://warner.rochester.edu/programs/writing) for a schedule of Writing Workshops.

## Contact Us

Visit our Web site at [warner.rochester.edu/programs/writing](http://warner.rochester.edu/programs/writing) or e-mail us at [warnerwritingsupport@warner.rochester.edu](mailto:warnerwritingsupport@warner.rochester.edu).



For more information, please contact the Warner School at (585) 275-3950 or visit [warner.rochester.edu](http://warner.rochester.edu).

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# WARNER SCHOOL OF EDUCATION

UNIVERSITY OF ROCHESTER

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## What is Writing Support Services?

Writing Support Services is a free service that offers assistance to Warner students in all areas of writing. We view academic writing as a process and our consultants are available to assist students as they develop multiple revisions to their work.

## What support is offered?

Writing Support Services offers assistance to Warner students in many areas of writing. Students are expected to take responsibility for their choices about their own writing. We encourage students to take notes during consultation sessions. Among the services offered, we:

- Review your paper before a scheduled session and prepare questions other readers may ask.
- Answer your questions and respond to your concerns about your paper.
- Direct your attention to resources that might prove useful.
- Suggest strategies, offer encouragement, and provide information to help you move forward with your work.
- Help you set priorities based on your needs, identifying points of revision that are possible within a particular timeframe.
- Help you clarify the point of a section or the whole paper by asking you questions and listening to your answers.
- Indicate patterns in your writing that you may wish to modify: organization of points, sentence patterns, word choice, tone, grammar, etc.

Students in need of proofreading assistance will find a list of independent proofreaders who offer their services for a fee on the Writing Support Services Web site at [warner.rochester.edu/writing](http://warner.rochester.edu/writing).

## What support is not provided?

Although we try to meet many needs of Warner students, we cannot:

- Address every strength and weakness in the draft, or point out every error in sentence structure, grammar, or mechanics.
- Promise that your paper will be finished when you leave your consultation; in all likelihood you will leave with work to do.
- Guarantee a one-to-one correlation between your consultation and better grades. Nor will we discuss grades during sessions.
- Guarantee that our interpretation of an instructor's assignment will be accurate.

## What takes place during a consulting session?

A typical session will address one or more of the following concerns: focus, organization/structure, audience, transitions, paragraph unity, and grammar/syntax.

## How long is a typical session?

Sessions will be 50 minutes long, with an additional 5 to 10 minutes for wrap-up and evaluation. For papers longer than 15 pages, you may want to make several appointments during your writing process. Because of high demand, each student may only schedule one consultation per week.

## Can I get help on take-home or comprehensive exams?

If you have any questions about whether it is appropriate to get feedback from the Writing Support Services on take-home exams or comprehensive exams, please ask your instructor or advisor before bringing in your paper. Teaching and Curriculum doctoral students may not use Writing Support Services for help with their comprehensive exams.

## How can I schedule an appointment?

Appointments can be scheduled and cancelled at [warner.rochester.edu/writing](http://warner.rochester.edu/writing). However, if you cancel within 3 hours of your appointment time, you will be considered a "no show." Students who are "no shows" for 3 appointments during a semester will be blocked from appointments for the rest of the semester.

The earlier in the writing process you use Writing Support Services, the more helpful the consultants can be. Keep in mind that scheduling an appointment for the day before a paper is due will most likely be more stressful than helpful. Please allow at least 3 to 4 days for revision between your appointment and the assignment due date.

## How can I get the most out of a session?

No less than 24 hours before your appointment, please e-mail the following to us at [warnerwritingsupport@warner.rochester.edu](mailto:warnerwritingsupport@warner.rochester.edu):

- Your paper, double spaced.
- If you have not started to write your paper, bring your notes and ideas about it.
- The writing prompt or assignment from the instructor.
- A statement in your e-mail that identifies two or three areas that you would like to focus on during the session (e.g., your argument, organization, clarity, APA style, etc.).

If your text is not ready 24 hours in advance, you may still bring content and ideas to a session for discussion; however, the consultant will not prepare in advance for the session. Consultants are not available simply to go over an instructor's assignment; please contact the instructor with these questions.