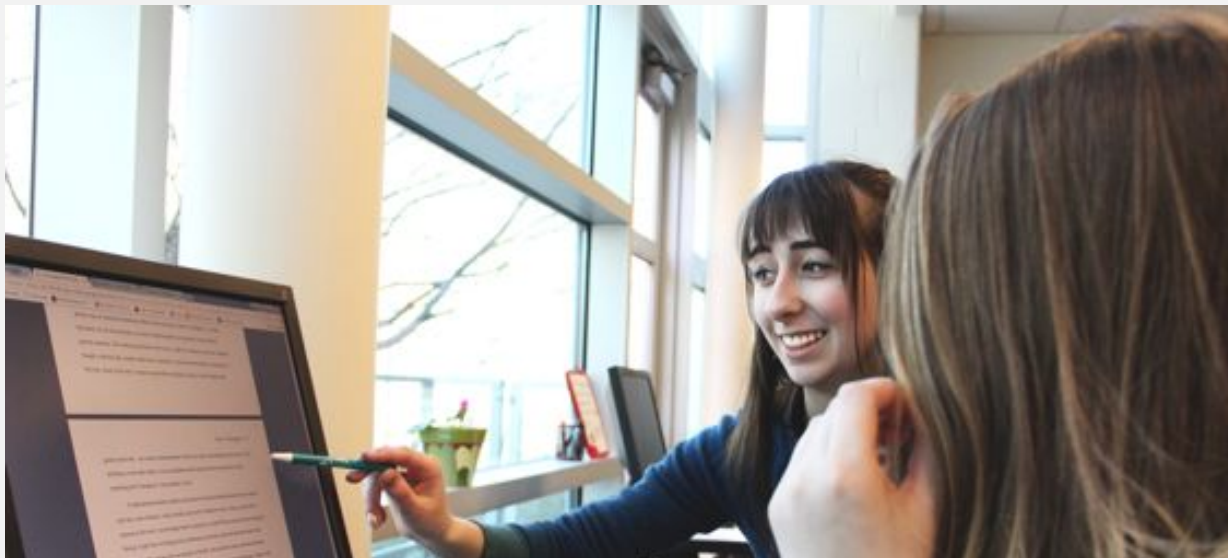




FRED MEIJER CENTER FOR WRITING AND MICHIGAN AUTHORS

Grand Valley State University Writing Center

- Who Are the Writing Consultants
- How We Can Help You
- Writing Center True or False
- How To Access Services
- Making The Most of Your Consultation
- Graduate Student Support
- Contact and Service Information



WHO ARE THE WRITING CONSULTANTS?

- **A group of 55 undergraduate and graduate Grand Valley students who:**
 - Come from a variety of majors, disciplines, and experiences
 - Go through a lengthy application and interview process
 - Receive multiple hours of training, including in a one-credit class taught by the Director of Writing Across The Curriculum
 - Attend professional development seminars in order to further improve their consulting abilities
 - Are excited to talk to you about your writing

WE CAN HELP YOU:

- On any type of writing, at any stage of the process, including:
 - Understanding your assignment and audience expectations
 - Brainstorming and selecting a topic
 - Organizing ideas and structuring your paper
 - Writing effective introductions and conclusions
 - Revising, editing, and formatting your work
 - Integrating and/or documenting sources



WRITING CENTER TRUE OR FALSE

- ☐ All consultants are English or Writing majors.
 - ☐ False. We employ students from a wide range of majors including Business, Physics, History, Biology, and more.
- ☐ I need an appointment to work with a consultant.
 - ☐ False. During all hours, we staff consultants for in-person and virtual drop-ins (first-come/first-serve). Drop by or meet us online.
- ☐ I can get help writing a letter to my grandma at the Writing Center.
 - ☐ True. We will work with any and all types of writing.



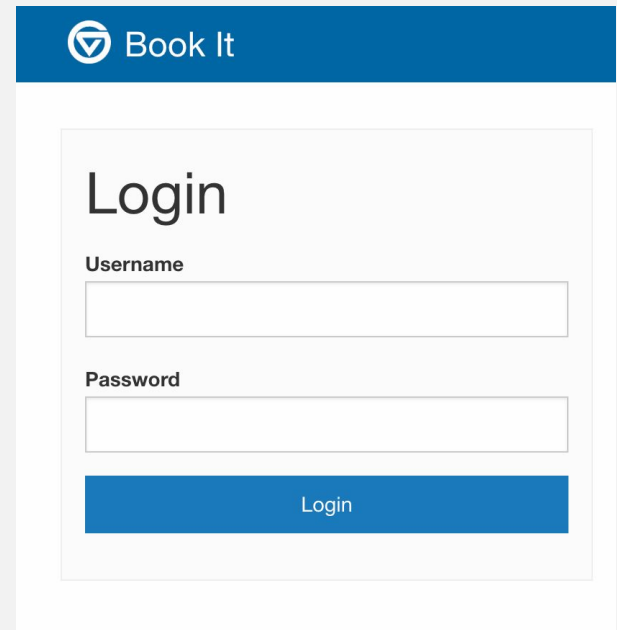
WRITING CENTER TRUE OR FALSE



- A writing consultant will revise my work for me.
 - False. A consultant can assist you with any aspect of your writing, but making changes is always up to the writer. Whether we assist you in a real-time consultation or via email, we want to give you feedback, resources, and strategies so you can improve your own writing.
- Writing Center physical locations are closed due to COVID.
 - True. The Writing Center offers online support every hour we are open. We want to support you however we can, but (when in doubt) check website for up-to-date information.
- Only bad writers go to the Writing Center.
 - False! Writers of all levels come to the Writing Center, from beginning writers to graduate students. Good writing requires revision and feedback helps **all** writers improve their work.

HOW TO ACCESS SERVICES

- All Writing Center services (virtual drop-ins, scheduled appointments, email services) and Knowledge Market services (Speech Lab, Library Research Center, Digital Consultants) can be accessed via Book It: <https://www.gvsu.edu/bookit/>
- Use your GVSU login to enter the system, then select any option from the blue navigation bar.



The screenshot shows the 'Book It' login interface. At the top is a blue header with the 'Book It' logo and text. Below this is a white box containing the title 'Login'. Under the title are two input fields: 'Username' and 'Password'. Below the password field is a blue 'Login' button.

Making appointments in Book It

Book It

+ New Appointment

My Appointments

My Appointments

All Statuses ▾ All Services ▾ Future ▾ Search New Appointment

Selecting “new appointment” takes you to the Knowledge Market page with descriptions of each service. After selecting your service, you can fill out your desired appointment information.

Add New Appointment -

Thank you for scheduling an appointment with a writing consultant.

I would like to schedule a:
writing consultation

Class
General session

Is this a group consultation?
☒ No ☐ Yes

Appointment Length
☒ 30 minutes ☐ 1 Hour

Upload a file
Upload File

If you have any supplementary information, such as an assignment sheet or rubric, feel free to upload it here.

Location
Lake Ontario Hall 120

Start Date
09/01/2020

End Date
09/04/2020

Research Consultants can:

- Focus your topic
- Explore existing research
- Find sources
- Check if sources are peer-reviewed
- Read and evaluate sources
- Avoid plagiarism

Book It with Research

Writing Consultants can:

- Understand your assignment
- Outline ideas
- Make an argument
- Draft, revise, and edit your paper
- Support ideas with evidence
- Process feedback
- Avoid plagiarism
- Cite sources correctly

Book It with Writing

Digital Consultants can:

- Find data sets
- Craft basic charts and graphs
- Interpret charts and graphs
- Use Microsoft Office and Google suite
- Cite data
- Avoid plagiarism

Book It with Digital

Speech Consultants can:

- Select a topic
- Craft a speech and visual aids
- Practice and record
- Manage speech anxiety
- Speak in conversation
- Cite orally
- Avoid plagiarism

Book It with Speech

Checking-in for virtual appointments

At the time of your appointment (or up to 15 minutes before) you can “**check in**” for your appointment under the “My Appointments” tab.

My Appointments

All Statuses ▾	All Services ▾	Future ▾	Search	New Appointment
Date	Location	Service	Status	Actions
Jun 29, 2020 @ 1:00 PM - 1:30 PM	Virtual	Writing	Scheduled	<div><div>Cancel</div><div>Check-In</div><div>Confirm</div></div>

At your scheduled start time, your consultant will set a Google Meet link for your session on this page. As soon as the consultant is ready, you can join them by selecting “enter appointment.” Please occasionally **refresh your page** while waiting so you see the option when it becomes available.

My Appointments

All Statuses

All Services

All Appointments

Search

New Appointment

Clear

Date	Location	Service	Status	Actions
Jul 6, 2020 @ 9:50 AM - 10:20 AM	Virtual	Writing	Checked-In	<div><div>Enter Appointment</div></div>

Problem getting connected? Email us at
virtualwc@mail.gvsu.edu

MAKING THE MOST OF YOUR CONSULTATION



- Have your assignment sheet handy.
- Consider what specific areas, concerns, or questions you would like help with
- Give yourself time – try to come in at least a few days before the due date
- All sessions end with session notes being sent to your GVSU email. You can use them to guide revisions and/or share progress with your instructor.

CHECK OUT OUR OTHER SERVICES

- On the web – www.gvsu.edu/wc
 - Find helpful handouts
 - Information about our services
 - Writing Guides for composing in disciplines across campus
- In the Center (LOH 120), we have a library of useful writing texts for brainstorming, editing, documenting sources
- Knowledge Market – Peer consultants are available to assist you with research, presentations/speech, and multimodal projects as well as writing.



GRADUATE STUDENT SERVICES



- One-to-One Graduate Consultations
 - 30-min drop-in or 50-min appointments
 - Make online via Book It
- Virtual Knowledge Market
 - Research, Speech, Digital, and Writing consultants available online
- Graduate email consultations
 - Writing consultant will respond with feedback within 72 hours

WINTER 2022 LOCATIONS AND HOURS

ANY TYPE OF WRITING. AT ANY STAGE OF THE PROCESS

THE WRITING CENTER

YOU WRITE. WE RESPOND

Monday - Thursday: 9am - 11pm

Friday: 9am - 3pm

Sunday: 2pm - 11pm

- ALL SERVICES CAN BE ACCESSED VIRTUALLY THROUGH BOOK IT
- DROP-IN AND SCHEDULED APPOINTMENTS AVAILABLE DURING ALL OPEN HOURS
- EMAIL SUPPORT AVAILABLE (FEEDBACK WITHIN 72 HOURS)

WE LOOK FORWARD TO WORKING WITH YOU

WWW.GVSU.EDU/WC

WWW.GVSU.EDU/BOOKIT/

QUESTIONS?



- For more information, feel free to visit: www.gvsu.edu/wc, call us at 616-331-2922, or email us at virtualwc@gvsu.edu!