



1st Athens International Writing Centers Conference
“Revisioning Tomorrow’s Writing Center: Roles, Practices, Audiences”

November 9-10, 2007
Hellenic American University
Athens, Greece

Tutoring and E-Tutoring at the Writing Center of the
Hellenic American University

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The Writing Center at the Hellenic American University

- Established in 2004
- Extension of a traditional Writing Center regarding audience and nature
 - Hellenic American University students
 - General public
- Improvement of academic, professional and writing skills
- English and Modern Greek
- Experienced personal tutoring on site/on-line
- Innovative design
- Hi-tech software
- Continuous updated database of material on site/on-line

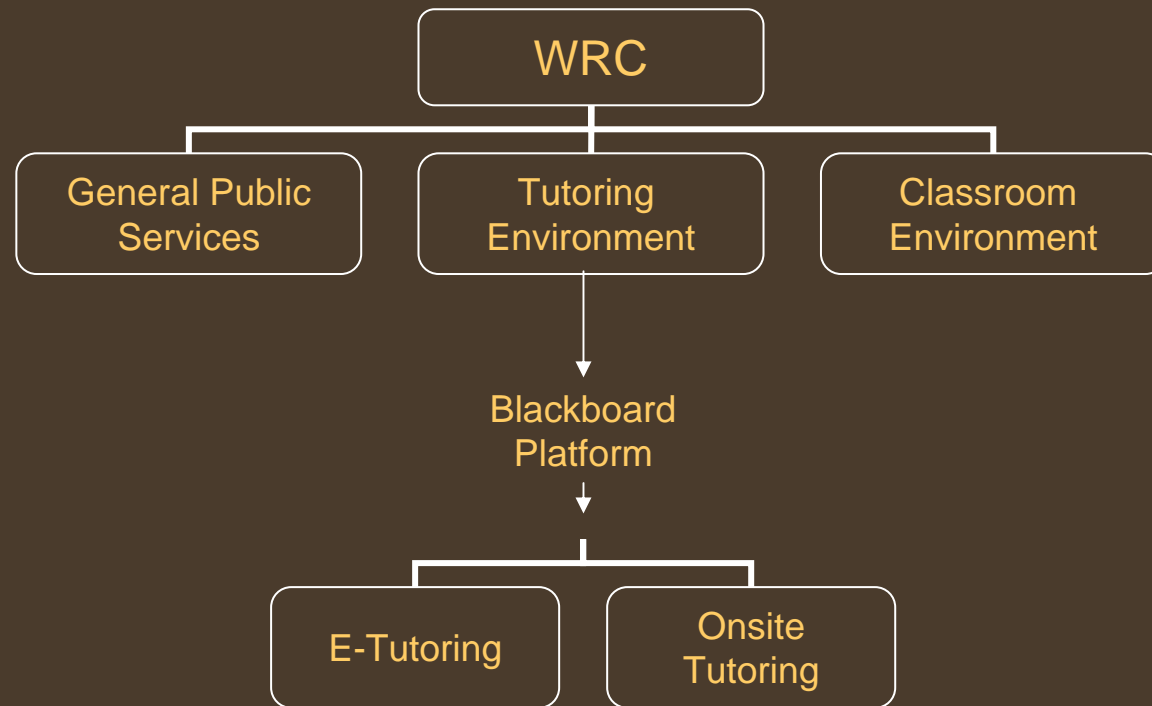
Design and Rationale

- The Isles of Collaborative Learning
 - Sharing
 - Accessing
 - Participating
 - Motivating
 - Visualizing
- The Environment [*Physical and Virtual*]
 - Patented furniture
 - Embedded screens
 - Octagonal shaped
 - Ample work surface
 - Cutting-edge technology
 - Interactive electronic whiteboard
 - Collaborative software
 - Conducive to learning
 - Group work
 - Individual work
- The E-Learning Platform
 - Blackboard Learning System

IT Infrastructure

- 19 work stations
 - Windows XP
- Fast Internet Connection
 - 100 Mbps
- LAN [Local Network]
 - Independence
- NetOp School
 - Virtual classroom application
- Mimio
 - Interactive whiteboard
- NetMeeting
 - Communication tool
- Blackboard
 - E-Learning platform

Learning and E-Learning at the Writing Center



E-Tutoring



- Instructors
 - complete a Referral Form and upload it to Blackboard online WRC home page
 - log back in to review feedback sent by the WRC tutors
- Students
 - submit their work through Blackboard
- Tutors
 - re-submit the reviewed document to students
 - re-submit the Referral Form to instructors confirming the virtual visit
 - collect data concerning frequency of visits and overall writing performance



The Writing Center
 15 Didakou St.
 Athens, Greece 106 80
 tel.: 210 368 0993, 210 368 0032
 E-mail: writingcenter@hau.gr

Student Referral Form

PLEASE BRING THIS SHEET WITH YOU WHEN YOU VISIT
THE WRITING CENTER.

Student's Name: _____ **Instructor's Name:** _____
Course: _____ **Date of Referral:** _____

PLEASE IDENTIFY PROBLEM(S) (CHECK ALL THAT APPLY)	SELECT ONE FROM THE SPECIFIC AREA OF THE ASSIGNMENT YOU WOULD LIKE YOUR STUDENT TO BE ASSISTED WITH.
Grammatical/mechanical errors	<input type="checkbox"/>
Development	<input type="checkbox"/> The student needs help with topic development and structure
Synthesis	<input type="checkbox"/>
Organization	<input type="checkbox"/> The student has difficulty connecting main points to central idea
Thesis statement	<input type="checkbox"/>
Research and/or documentation	<input type="checkbox"/>
Resume and/or letter of application	<input type="checkbox"/>
Specialized writing (please specify)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Tutor Feedback:

Important Information:

- Students must contact the WRC within one week from the date of referral.
- All patrons of the WRC should be made aware that typing and basic computer skills are a prerequisite to use HAU Writing Center facilities.
- A tutor will not provide paper corrections but will provide feedback, along with possible ways to strengthen a writing assignment or a writing area that demonstrates a weakness.
- If you cannot attend your scheduled meeting, and need to reschedule, please notify the WRC 24 hours in advance.

Tutor's name (please print): _____

Tutor's signature & date: _____

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Course: _____ **Date of Referral:** _____

ΑΡΧΕΣ ΓΡΑΜΜΑΤΙΚΗΣ-ΣΥΝΤΑΞΗΣ (CHECK ALL THAT APPLY):	BRIEFLY DISCUSS HERE THE SPECIFIC AREA OF THE ASSIGNMENT YOU WOULD LIKE YOUR STUDENT TO BE ASSISTED WITH:
Conventions/mechanical errors <input type="checkbox"/>	
Development <input type="checkbox"/>	The student needs help with topic development and structure
Synthesis <input type="checkbox"/>	
Organization <input type="checkbox"/>	The student has difficulty connecting main points to central idea
Thesis statement <input type="checkbox"/>	
Research and/or documentation <input type="checkbox"/>	
Resume and/or letter of application <input type="checkbox"/>	
Specialized writing (please specify) <input type="checkbox"/>	
Other (please specify) <input type="checkbox"/>	

Tutor Feedback:

Worked on the formation of thesis statement and outline. Instead of just stating the topic, we also worked on developing a working thesis that includes assertions about the topic. Next, we developed an outline which organized the main points so that the student could better organize his paper. Also I'm still trying to get him to find his own writing style as he's working on it and has shown progress. He initially didn't understand the need for citation (or how to do it properly). We briefly discussed APA documentation and I suggested the student schedule another session when his next draft is complete.

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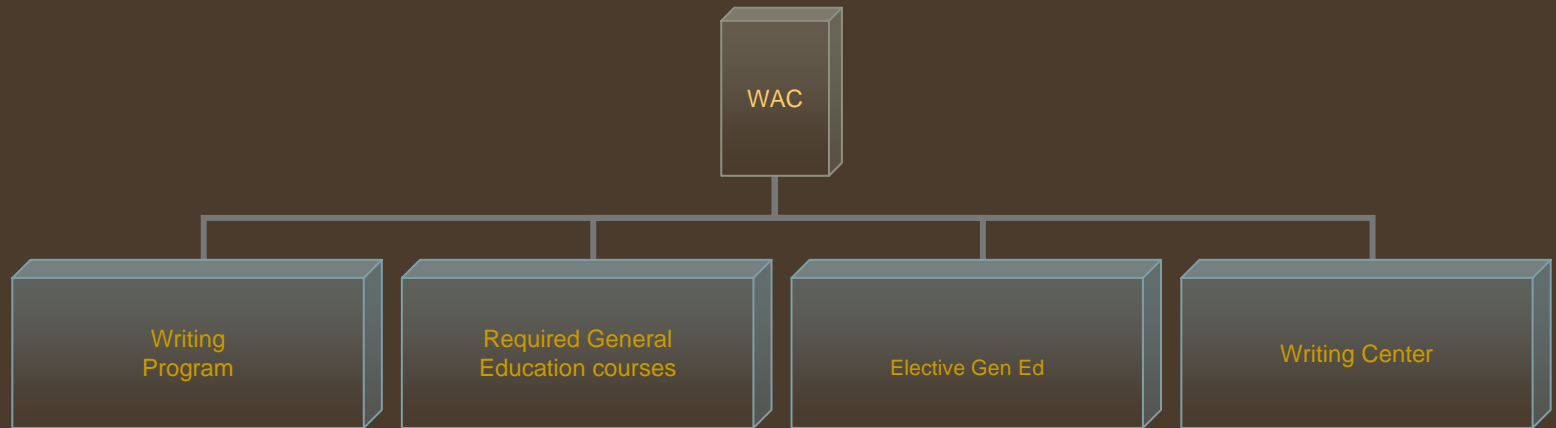
Tutor's name (please print):

Tutor's signature & date:

Onsite tutoring

- Instructors
 - upload the Referral Form through Blackboard
 - provide a copy to the students to be brought to the WRC
 - receive feedback after the completion of the onsite session through Blackboard
- Students
 - make an appointment through an e-mail to the WRC mailbox
- Tutors
 - send an e-mail to confirm the appointment



WAC Application in the Undergraduate Program



The Application of WAC

- Required Gen Ed courses and WAC
 - All required Gen Ed courses allocate a 5% of their final grade to a specific writing component integrated in the course material.
 - The writing assignment(s) for the 5% writing component will amount to a total of about 1500 to 1800 words.
 - Students registered for these courses are required to make **three (3)** visits to the WRC in connection to the preparation of the 5% writing component.
- Elective General Education and major-related courses and WAC
 - All courses are required to have a writing component whose nature and way of evaluation is determined by individual course instructors.
 - All students are required to fulfill their writing obligations visiting the WRC at least **once** during the term.

The Writing Center and WAC

- All students registered for Gen Ed courses are required to make a set number of visits/on line submissions to the WRC
- **Process:**
 - Instructors complete an Instructor Notification Form and upload it to Blackboard Online WRC Home Page 
 - Students submit work through Blackboard and make an appointment in case of an onsite visit 
 - The WRC notifies instructors on students' visits on assignment due date
 - The WRC provides feedback to instructors in connection to all student visits at the end of the semester

The Writing Center

15 Didakou St.
 Athens, Greece TK 106 80
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 e-mail: writingcenter@hau.gr

Instructor Notification Form

PLEASE COMPLETE AND SEND AT LEAST ONE WEEK BEFORE STUDENTS ARE
 REQUIRED TO VISIT THE WRITING CENTER

Instructor's

Name: Ioannis Lanki

Students will visit the WRC

from 02/07 **to** 12/07

Course: Business Psychology GE 153

Assignment Due

Date: 13/07

Briefly describe the writing assignment:

It is a research proposal with the emphasis on the introduction and discussion part. There will be no data collection (just a proposal method). Students will be graded on basic APA formatting as well.

Please complete the first column only.

Class List	WRC Remarks
1. Katerina Asouli	
2. Christina Romi	
3. Sotiria Mianou	
4. Konstantina Ioumna	
5. Eirini Papadopoulou, Manganita	
6. Moutal Lam	
7. Fillos Lee	
8. Sotiris Vissoulis (graduate)	

Important Information:

- Students should contact the WRC at least one week before the assignment is due to schedule an appointment.
- Please be sure to remind students to bring at least an outline or draft of their writing assignment.
- A tutor will not provide paper corrections but will provide feedback, along with possible ways to strengthen a writing assignment or a writing area that demonstrates a weakness.

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Instructor Notification Form

*PLEASE COMPLETE AND SEND AT LEAST ONE WEEK BEFORE STUDENTS ARE
 REQUIRED TO VISIT THE WRITING CENTER*

Instructor's

Name Iasonas Lanki

Students will visit the WRC

from 9/2/07 **to** 12/3/07

Course Social Psychology GE 153

Assignment Due

Date 1/3/07

Briefly describe the writing assignment:

It is a research proposal with the emphasis on the introduction and discussion part. There will be no data collection (just a proposal method). Students will be graded on basic APA formatting as well.

Please complete the first column only.

Class List	WRC Remarks
1. Katsani Georgia	Well written and organized proposal!
2. Chaniola Rona	Serious problems with grammar and structure that affect the meaning of his writing.
3. Savile Miriam	Needs to work on format and overall structure of her writing. Some mistakes in grammar.
4. Koutalou Ioanna	Should expand main ideas and clarify connections leading to her hypothesis.
5. Papadopoulos, Magenta	Some problems with grammar and sentence structure. Missing a component of the assignment.
6. Mounal Lim	Needs to watch sentence structure and work on clarity.
7. Pinos Lee	*** Did not visit the WRC.***
8. Santsi Vassiliki (graduate)	Problems with overall structure and organization.

Important Information:

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- Please be sure to remind students to bring at least an outline or draft of their writing assignment.
- A tutor will not provide paper corrections but will provide feedback, along with possible ways to strengthen a writing assignment or a writing idea that demonstrates a weakness.

The WRC and Blackboard

- Student empowerment
- Community building
 - Tutor to Instructor
 - Tutor to Student
 - Instructor to Student
 - Student to Student
- Virtual tutor consultation
- Supplementary Writing Materials
- Links to Online Resources
- Instructor Support
- Record Keeping
- E-Portfolios

Learning Tools

Students

- Assignments
 - Upload Papers for Review
 - Receive Tutor Feedback
- Assessment
 - Quizzes designed for self-evaluation of writing and grammar skills
 - ESL/EFL emphasis
- Learning Modules
 - Mini-lessons, Workshops
 - Handouts on Writing Issues
- Web Links
 - Links to online resources
 - Connect to other WRCs
- Chat
 - Virtual Tutoring Sessions
 - Group Discussions

Faculty

- Discussions
 - Notification and Referral Forms
 - Feedback
 - General Questions about Writing
- Email
 - Request writing workshops

Faculty Support

- Faculty/In-Class Workshops
 - Intensive
 - Tailor made
- Teaching Resources
 - Teaching through Writing
 - Responding to Writing
 - Sample Assignments/Syllabi
 - Academic Dishonesty
 - ESL/EFL Writing
 - Research and Documentation

Record Keeping and Assessment

- **Calendar**
 - Students and Instructors can view
 - appointments
 - assignment timelines
 - upcoming seminars and workshops
- **E-Portfolios**
 - Individual student records of work submitted
 - Track improvement
 - Frequency of use
 - Professional development

Fostering a Writing Community

- Communication Tools
 - Email
 - Who's online
 - Announcements
 - Inform about seminars, workshops and other writing events
- Learning Tools
 - Web Links
 - Online writing resources
 - Links to other WRCs
 - Learning Modules
 - Presentations and handouts
 - to students for self study
 - to instructors for classroom use
 - Resources for ESL students