How the SGPP Writing Center Can Help You

The SGPP Writing Center is staffed by three writing professionals, all of whom hold graduate degrees. All are experienced at teaching research writing and ESL. The Writing Center is located in LaSalle 128 and open Monday through Friday 10am-9pm and on Saturdays from 10am to 3pm. Call the Writing Center at 612-728-5154 (toll free 1-866-437-2788, ext. 154) or email tcwrite@smumn.edu. The Writing Center is web site is at www.smumn.edu/tcwrite.

Services

1. **Individual student consultations** are designed as dialogues between you and a consultant to address individual writing issues in the context of the your current paper. Consultations are free.
   1. You can have your consultation in person, by email, or by telephone. Consultations usually require an appointment. With 24-hour notice, you can make your own appointments from our web site. To make an appointment with less than 24-hour notice, call or email the Writing Center. Read the Writing Center policies and practices (below) before arranging a consultation.
   2. You are entitled to a maximum of 1 hour per week, 2 hours per paper, as appointments are available. If you need more time in the Writing Center, we can make arrangements after consultation with your program director or instructor.

2. **Fee-based student workshops**, offered each semester on the Minneapolis campus, target the following topics:
   1. SSVC300 Introduction to the Basics of APA Source Citation
   2. SSVC175 Microsoft Word 2007/2010 for APA (PC users)
   3. SSVC160, Microsoft Word 2007/2010 for APA (Mac users)
   4. SSVC235 Punctuation: Just Commas
   5. SSVC 180 PowerPoint
   6. SSVC182 Presenting in Prezi
   7. SSVC200 Resume Writing

   These workshops require registration at the Writing Center web site at www.smumn.edu/tcwrite. Workshops last from 3 to 4 hours. The charge is $50 per workshop or $75 for two workshops in the same semester. Students who attend workshops receive a current copy of the Writing Center booklet, *Introduction to the APA*.

3. **Online writing resources** are available on our web site at www.smumn.edu/tcwrite. These resources include the following:
   1. **Forms of writing** provides guidelines for common writing assignments such as summaries, article critiques, annotated bibliographies, and literature reviews.
   2. **Templates** for formatting papers in APA style (on menu under APA APA Templates).
   3. **E-learning modules**, are short (2-4 minute) interactive videos on subjects in two major categories: (a) APA style, (b) word processing for APA for both PC users and Mac users.
   4. **Link to the APA Style** takes you to the APA organization's own web site, where you will find an excellent beginners' tutorial on APA style. The APA blog provides style updates and editors' responses to questions submitted by APA users.

4. **Introduction to the APA** is a an 87-page supplement to the APA manual developed by the Writing Center and sold in the Saint Mary's book store for about $7. (It is the required style manual for students enrolled the undergraduate professional programs.) The booklet provides an introduction to the *Publication Manual of the American Psychological Association* as well as general writing tips. It also offers directions for using Microsoft Word for APA. If you cannot purchase a copy from the bookstore, you can view or download a copy from our website by clicking on the title above.
Policies and Practices

Writing Center consultants will (a) try to answer your questions, (b) provide informed feedback as a reader, and (c) make suggestions for correction or improvement when appropriate. Consultants are not allowed to proofread entire papers, but they can help you identify some of your writing problems, help you improve your proofreading skills, and teach you to locate and correct your own errors. You will take an active role in the review process and assume responsibility for final decisions.

Consultants may decline to help you with a research paper if you have not identified the sources you used in the paper. Writing Center consultants must be able to distinguish text that you wrote from text that was written by another author. Therefore, you must place in quotation marks and cite any text you copied directly from another source (more than 5 words). Consultants do not report copying or failure to cite to your instructor, but they do point out these issues to you if they notice them.

Consultants make notes at the end of your session to summarize what was taught. These notes are helpful for follow-up, especially when you work with multiple consultants over a period of time. In most cases these session notes are confidential. However, under rare circumstances—for example, in a case in which an instructor detects plagiarism in a class assignment—the academic dean can require the Writing Center director to release session notes to your dean or program director. Your session notes are available to you at all times upon request from the Writing Center director.

Student Responsibilities

Part 1: Prepare For Writing Center Appointments

Face-to-face appointment, bring the following:

1. A print copy and electronic copy (USB drive or email) of your paper or draft,
2. A list of questions you want answered: What do you want to accomplish during your session?
3. A copy of your instructor's assignment guidelines,
4. Your APA or AMA style manual,
5. Information about your sources as explained in Part 2 below.

Email appointment, do the following:

1. Submit an electronic copy of your paper or draft. Upload your paper by clicking on the yellow "folder" icon at the top left of the Writing Center schedule.
2. In the comment section of your appointment, provide a list of questions you want answered: What do you want to accomplish from your email appointment?
3. If possible, provide a description of your assignment instructions or attach a copy with your paper.
4. Our responses contain references to your style guide, so please tell us which you have: (a) Publication Manual of the American Psychological Association (6th ed.), (b) Introduction to the APA, or (c) American Medical Association Manual of Style.
5. Provide information about your research sources as explained in below.

Part 2: Disclose Your Outside Sources

1. If your paper requires outside sources, you must provide retrieval information for each source (author, date of publication, title, publisher information or URL).
2. You must give an APA citation (author date) in your paper wherever you include information from an outside source, whether you quote it directly or not. The Writing Center consultant will help you with APA citation style.
3. If you use phrases directly quoted from an outside source, you must place quotation marks around the quoted words and cite the source. Writing Center consultants, must be able to distinguish text that you composed from text that was composed by another author.