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**The Kathleen Jones White**

**Writing Center**

Indiana University of Pennsylvania

**Faculty: Add This to Your Syllabus**

*Encourage your students to take advantage of the services offered at the IUP Writing Center by including one of these descriptions in your syllabus. These samples are available in the* ***Resources for Faculty*** *section of our website:* [*www.iup.edu/writingcenter*](http://www.iup.edu/writingcenter)*.*

**Short Version**

Tutoring is available two ways:

* In person in Stabley Library, Room 203
* Online through the [Online Writing Center](https://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=62663&libID=62703)

The Writing Center is a quiet, comfortable place to work on class assignments or meet with a tutor. Peer tutors can help with class assignments or presentations at any point in the writing process, from brainstorming to proofreading. Tutors do not write or grade papers.

The Writing Center in Stabley Library, Room 203 is open Monday through Thursday from 9:00 a.m. to 10:00 p.m., Friday from 9:00 a.m. to 3:00 p.m., and Sunday from 4:00-8:00 p.m. Walk-ins are welcome, but appointments are highly recommended.

Live peer tutoring is also available through the Online Writing Center. Instructions for scheduling an online session are available at the [Writing Center](https://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=212182).

**Long Version**

Tutoring is available two ways:

* In person in Stabley Library, Room 203
* Online through the [Online Writing Center](https://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=62663&libID=62703)

The Writing Center is a quiet, comfortable place for you to work on class assignments or meet with a tutor. The Writing Center is equipped with computers that run the full Microsoft Office suite as well as a printer, a scanner, and a small library of reference books, including current editions of the *MLA Handbook* and the *APA Manual*.

Peer tutors can help you with class assignments and out-of-class writing such as cover letters and scholarship applications. A tutor will work one-on-one with you at any point in the writing process, from brainstorming to revising. Tutors do not write or grade papers.

The Writing Center can be of the most help if you:

* ***prepare:*** identify specific issues/areas that you would like to discuss
* ***participate:*** actively discuss your paper with the tutor
* ***practice:***make changes during the session and afterward

Sessions typically last 30–45 minutes. Peer tutors respect the confidentiality of your visit; a report form will be sent to your instructor only at your request.

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Live peer tutoring is also available through the Online Writing Center. You can find more information or schedule an appointment for an online session by visiting the [Writing Center website](https://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=212182).