

PLANGERE WRITING CENTER

Enrollment Information

Summer 2008

At the Plangere Writing Center, students receive individualized and directed assistance to develop their reading and writing skills. The primary goal of the center is to move students toward independence in these skills. At the Writing Center, you will meet once or twice** a week with a tutor who will work closely with you to improve your writing and address your assignments for your writing class. The goal is to help you learn to read closely, develop critical readings, revise your drafts, and correct errors on your own.

At the Writing Center, the tutor will **NOT** “do” the work for you, “correct” your paper, or act as a proofreader or style-checker. Rather, the tutor will work with you to help you learn how to revise, complicate, and develop your readings of texts. Thus, the most productive tutoring sessions are those for which you are prepared. Before each session, make sure you have completed and thought about the reading and assignment. If you are working on a rough draft, bring your instructor’s and/or peers’ comments. You **must** come to **EVERY** session with:

1. **Your textbook.**
2. **Your current assignment.**
3. **Rough and final drafts of papers (with your teacher’s comments).**
4. **an extra copy of the draft on which you are currently working.**
5. **all of your notes and materials from class**

Although one of the primary activities at the Writing Center is working on drafts of papers, it is important to attend even on days when you do not have a rough draft or an assignment. DO NOT skip a session because you feel you are all “caught up” with the work for your writing class. Instead, plan to come to every scheduled session to work on your reading, writing, and critical thinking skills.

The Writing Center is free for all full-time students. In order to sign up, you must make a commitment to attend at least once a week for five consecutive weeks. If you sign-up later in the semester and can be scheduled for four or less sessions, you can miss no sessions. **There is no such thing as an “excused” absence at the Center.** If you miss two sessions, you will be dropped from tutoring and will have to re-enroll the following semester. If you are a full-time undergraduate student and are dropped from the Writing Center due to attendance, you will receive a **fail** grade on your transcript for the tutoring course (355:096). We suggest that you make every attempt to attend all sessions. If, however, you are unable to attend, please notify the Center (**732 932-1149**) 24 hours in advance. This notification is **NOT** an excuse for your absence, but a notification to your tutor that you will not be attending.

****PLEASE NOTE:** You will meet with your tutor for 80 minutes every week. If you sign up for first period (9:00 am – 9:40 am), you will have **two** 40-minute sessions per week. Every other period meets once a week for 80 minutes.

To sign up, fill out both sides of the attached form and bring it to the Writing Center office, Murray Hall, Room 304, Monday through Friday, 9:00 a.m. to 5:00 p.m.

RUTGERS

PLANGERE WRITING CENTER

Student Enrollment Contract

Please initial after each individual statement.

I have read the guidelines and understand that by signing up for tutoring:

- I am making a commitment to attend my sessions regularly and on time. _____
- There are no excused absences in the Writing Center. _____
- In the event of unavoidable illness or lateness that I must call or notify the desk staff. _____
- If I miss **one** out of **five** sessions or **any** out of **four or fewer** sessions, I will be dropped from the Writing Center. _____

I agree to uphold the above policies of the Plangere Writing Center.

Name (please print)

Signature

Date

PLANGERE WRITING CENTER

Enrollment Form – Summer 2008

Please fill out both sides of this form. We need all of this information in order to complete your registration.

LAST NAME: _____ FIRST NAME: _____

RU ID: _____ E-MAIL: _____

PHONE NUMBER: _____

COLLEGE

- | | | | |
|--|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> School of Arts & Sciences | <input type="checkbox"/> Douglass | <input type="checkbox"/> Livingston | <input type="checkbox"/> Cook |
| <input type="checkbox"/> University College | <input type="checkbox"/> Mason Gross | <input type="checkbox"/> Engineering | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Rutgers College | <input type="checkbox"/> School of Environmental & Biological Sciences | | |
| <input type="checkbox"/> Other: _____ | | | |

COURSE

- | | | |
|--|--|--|
| <input type="checkbox"/> 155 EAD I | <input type="checkbox"/> 156 EAD II | <input type="checkbox"/> 098 Composition Skills |
| <input type="checkbox"/> 100 Basic Comp. | <input type="checkbox"/> 100R Basic Comp. w/ Reading | <input type="checkbox"/> 101 Expository Writing |
| <input type="checkbox"/> 103 Expos. & Arg. | <input type="checkbox"/> 201 Research in the Disc. | <input type="checkbox"/> 302 Scientific & Tech Writing |
| <input type="checkbox"/> 303 Business Writing | | |
| <input type="checkbox"/> Other (provide course title and dept.): _____ | | |

SECTION #: _____ INSTRUCTOR (First & Last name): _____

Optional: Please provide the following information, which will be used for statistical purposes only.

GENDER

- Male Female No response

RACIAL BACKGROUND

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> African-American | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Indian | <input type="checkbox"/> Native American | <input type="checkbox"/> No response |
| <input type="checkbox"/> Other: _____ | | | |

Please use the grid below to indicate the times you **are available** for tutoring. **Write 1, 2, 3, or 4** in the boxes that correspond to your top three choices. **Please think carefully about your choices** in regard to when your class meets, when rough and final drafts are due, commuting time between campuses, etc.

	Monday	Tuesday	Wednesday	Thursday
1st Period * 9:00 am – 9:40 am				
2nd Period 9:50 am – 11:10 am				
3rd Period 11:30 am – 12:50 pm				
4th Period 1:10 pm – 2:30 pm				
5th Period 2:50 pm – 4:10 pm				
6th Period 4:30 pm – 5:50 pm				

OFFICE USE ONLY	
<i>Tutor Assignment:</i>	_____
<i>Day/Period:</i>	_____
<i>Start/End Date:</i>	_____