WHAT IS A WRITING LAB?
- A writing lab is a resource for students. Most students find writing to be one of the most frustrating things asked of them during their college career. A writing lab aims to curb student frustration associated with writing.
- A writing lab caters to students at all levels; it serves as a welcoming space for students to receive help on their writing and revisions.
- If a student is unsure how to begin a paper, how to write a thesis, how to organize their ideas, how to apply APA style, or if they simply want a second pair of eyes to look over their essay, the Writing Lab can help with all of this and more!
- The Writing Lab emphasizes the process of writing. Rather than correct, edit or proofread, writing lab tutors work with you and your paper to help you build the confidence and skills needed to revise and edit your writing.

WHAT SHOULD I BRING TO THE WRITING LAB?
- It is always helpful to bring a copy of the assignment, the rubric and/or the class syllabus. If this is a second draft, bring in the first draft with the instructor’s comments on it.
- Try to come in at least several days before your paper is due. If you wait until the last minute, you risk tutors being unavailable, and you substantially limit your revision time.
- Be sure to bring specific questions and concerns that you have about the writing assignment. Consider what you would like to accomplish while at the Writing Lab, and be ready to discuss these goals.

WHAT SHOULD I EXPECT?
- Expect to spend approximately 45 minutes with the consultant.
- Expect to be the one making decisions about the direction your paper will take. Only you can write your paper; the consultants, however, serve as excellent guides as you write and revise.
- Expect to be an active participant in the tutorial. You will likely want to take notes, especially regarding any serious and repeated concerns that you discuss with your tutor. As you revise your paper, work to address these concerns.
- During your consultation, expect the following from the consultants:
  - Consultants will show you how to revise the essay. The consultants will not “fix” the essay for you. Rather, the goal of the Writing Lab is to enable you to grow more confident with your own writing process.
  - Consultants will give constructive feedback on both general concerns and concerns specific to Clarkson College in your writing; you must make the corrections.
- Consultants will ask for your permission to send a brief note to your instructor, discussing the consultation. The goal is to let your instructor know that you are working on the assignment and working to improve as a writer, but you always have the right to request the form not be sent.
HOW DO I SCHEDULE AN APPOINTMENT WITH THE WRITING LAB?

- You can make an online appointment or an in-person appointment.
  - Online appointments will be in real-time using https://join.me/
  - In-person appointments will take place face-to-face in the Writing Lab (located in the Success Center on the second floor of the Clarkson College Student Center).
- To make an appointment with a consultant, sign up using the same site that you use to schedule tests in the testing center at http://ccet.timetrade.com
- Once you are in your TimeTrade account, click on the Writing Lab under “Center:”

![Image of TimeTrade interface]

- Then, choose the type of session you would like (on-campus or online) and the consultant.

![Image of TimeTrade interface with Writing Lab selected]

- Once you have scheduled your appointment, you will receive a confirmation e-mail.

Our goal is for you to become a lucid, confident writer. Please use the Writing Lab to improve your writing as you progress through Clarkson College. We are happy to help you with any writing assignment at any level of difficulty. Please contact Katherine Kirkpatrick, Writing Lab Coordinator, at 402.552.6117 with any concerns or suggestions.