

Updated January 24, 2020

Writing Center Frequently Asked Questions

What types of writing assistance can students get from the Writing Center?

The Writing Center offers one-on-one writing instruction for students at any stage of the writing process, from developing an outline to revising the final draft. In addition to individual appointments, group workshops on a variety of writing-related topics are scheduled throughout each trimester. The Writing Center encourages a participatory approach through which students are encouraged to ask questions, take notes, set writing goals, and engage with Writing Center staff to get the most out of the session. Writing Center staff will review the basic structural elements required for specific course papers with the student. To encourage student development as a writer, staff may model sentence-level editing to help students clarify and organize their papers. If time permits, some grammatical areas such as passive voice, subject-verb agreement and run-on sentences may be identified.

What areas of writing or coursework are not handled by the Writing Center?

The primary purpose of the Writing Center is to support the academic coursework and research conducted at the Naval War College. The Writing Center does not review essay examinations or instructor drafts given to students. The Writing Center does not review non-course related work such as creative writing or personal statements for applications. The Writing Center staff does not proofread or edit student papers.

Who does the Writing Center serve?

The Writing Center supports NWC students in all aspects of academic and professional writing development. We provide support for all writing assigned in and across the College's academic curriculum.

How can faculty encourage students to utilize the resources of the Writing Center?

Please remind students that they are welcome to book appointments at the Writing Center through <https://usnwc.mywconline.com> at any stage of the writing process.

Can the Writing Center review faculty course material or help faculty revise writing assignments?

If time permits, particularly when classes are not in session, Writing Center staff can review course materials related to the teaching of writing and provide guidance in accordance with best practices.

Can faculty require specific students to work with the Writing Center?

Yes, but not as a penalty.

What type of support does the Writing Center offer for questions about plagiarism?

The Writing Center can review best practices for properly integrating, documenting, attributing and citing source material. The Writing Center can refer students to https://www.chicagomanualofstyle.org/tools_citationguide.html and other appropriate sources; however, the ultimate responsibility for avoiding plagiarism is the student's alone.

What type of online or telephone support does the Writing Center provide?

The Writing Center does not offer online or telephone support. Under special circumstances, alternative methods of support

may be available on a case by case basis.

What should I do if I cannot find an open appointment at a time that works with my schedule?

Keep checking back with <https://usnwc.mywconline.com> for cancellations, which are indicated in the scheduler. Students who cannot schedule individual appointments should visit the Writers Lounge during walk-in hours.

What type of support does the Writing Center offer international students?

The Writing Center works with both International MA candidates and non-MA students. All staff are experienced with EFL/ESL writing and can provide recommendations for these students. The Writing Center may suggest additional resources such as professional tutoring or online support for those not proficient in English.

Who works in the Writing Center?

The Writing Center is staffed by two full-time faculty, one full-time writing consultant, and one part-time writing consultant.

How do I schedule an appointment with the Writing Center?

To schedule a writing consultation with the Writing Center or to join a writing workshop, please visit <https://usnwc.mywconline.com> to register and sign up. Click on the Help icon for additional details about using MYWCONLINE.

How do I cancel or reschedule my appointment?

Go to <https://usnwc.mywconline.com> and click Cancel on the original appointment. Please try to provide 24 hour notice to allow other students to access the appointment slot.

How often may I schedule appointments with the Writing Center?

Students may schedule up to 5 appointments with the Writing Center each trimester

How long are individual consultations with the Writing Center?

In August, appointments are scheduled for 30 minutes. Starting in September, appointments meet for 45 minutes. Students should send a draft of their paper to the appropriate Writing Center staff in advance to make the most efficient use of consultation time. Please note that Writing Center staff can review up to 15 pages of text, not including graphics, in a single consultation.

How do I send attachments to the Writing Center before my appointment?

Submit attachments through <https://usnwc.mywconline.com> or via email to appropriate Writing Center staff.

Do students need to have a full draft before making an appointment with the Writing Center?

No, the Writing Center staff works with students at all stages of the writing process, from planning to drafting to revising for final submission.

Do students get extra credit for visiting the Writing Center?

No. However, faculty may take student Writing Center reports into consideration when evaluating student performance and participation.

Will my faculty moderator be notified after my visit to the Writing Center?

After your appointment, and with the author's consent, Writing Center staff will send a brief report to your faculty instructor(s) summarizing the writing goals established during the consultation. Sharing of report notes provides additional feedback to faculty and demonstrates the commitment of students to work toward improving their writing skills.

Are drop-in appointments an option?

Yes. Walk-in appointments are limited to 15 minutes. Weekly walk-in hours are posted at <https://usnwc.mywconline.com>.