

Updated January 18, 2017



## **Disciplinary Writing Consultants Program Description**

### Purpose

The purpose of the Disciplinary Writing Consultants (DWC) Program is to:

- Give faculty and Writing Center consultants an opportunity to learn from each other in regard to writing pedagogy and disciplinary writing
- Help students in faculty member's class learn more about writing in discipline/ disciplinary conventions
- Assist students in faculty member's class learn about their strengths and weaknesses as writers
- Help students learn about the value of peer review and the benefits of visiting a writing consultant

### CWE Disciplinary Writing Consultant Responsibilities

Consultants are expected to:

- work up to 100 hours over the course of the semester (roughly 10 hours per week, for 10 weeks)(compensated at \$10 an hour for total of \$1,000); faculty and consultants can organize their work time together in any way they think is best (i.e., some weeks the consultants might work few or no hours, other weeks more)
- In negotiation with the instructor, attend some classes that involve writing and writing-related activities and attend class to introduce self and the Fellows program.
- Carefully review the instructor's syllabus and writing assignments
- Meet one-to-one or in small groups with student writers during class time or outside of class time (to be determined by faculty and consultant)
- Meet with the instructor before each writing project is assigned to go over criteria
- Consultants may also (but are not required to), in conjunction with faculty, assist with facilitating or teaching writing-related activities in class (brainstorming ideas, writing thesis statements)
- meet at least every other week with your supervising faculty member
- meet regularly with other fellows and the WC director
- keep time sheet of the hours worked to submit to the Program Assistant (Rachel Branson)

Consultants should not:

- grade papers
- speculate on the grade a paper may receive
- discuss student work/grades with others
- teach the class if the professor is are sick/away
- be required to attend every class
- work as a copy editor to make papers "perfect"

### Faculty Responsibilities

- Meet with Writing across the University director (Paula Rosinski) before starting the program to review writing assignments, ask questions about the DWC program or writing pedagogy, etc.

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The point of this meeting(s) would be to help make the experience as helpful as possible for the faculty member and the students.

- Provide the fellow with syllabus and copies of assignments at the start of the semester.
- Add the fellow to their CMS (Moodle, etc.) as a “student”
- Include a description of the DWC program in their syllabus (see sample description below)
- Introduce the consultant to your students in class at the beginning of the term (see sample description below)
- In negotiation with the consultant, make plans for meeting throughout the term – at least every other week. Meeting dates to be determined by week 2 of the semester and a schedule of those dates to be given to the WC director (Julia Bleakney) by the consultant
- Encourage their students to visit the Writing Center.
- Meet with consultant before each writing project is assigned.
- Keep in touch with the Writing across the University Director should writing-related questions arise.
- Contact the Writing Center director immediately if there are any questions or concerns about the consultant.
- Administrator pre- and post-surveys during class time.
- Complete an assessment of the program at the end of the semester.

Program Description (for Syllabus or class presentation)

This semester, our class will be working with an assigned Disciplinary Writing Consultant. These consultants are carefully-selected and extensively-trained undergraduates who serve as peer writing consultants in classes that focus on writing in the academic disciplines. The DW consultants will meet with students individually or in groups throughout the semester to provide feedback on drafts and help students make smart and significant revisions to their essays before they are submitted for a grade. DW consultants help students write stronger papers and also take themselves more seriously as writers and thinkers.

To make the most out of your meeting with the Disciplinary Writing Consultant:

- Arrange to meet with the consultant early in the drafting process, not the day before an assignment is due. The earlier you meet, the more time you have to make significant revisions to your essay.
- Think carefully about what you want to work on with the consultant in your meeting, and be prepared to discuss your ideas and your writing with the consultant. The consultant cannot evaluate your writing or tell you what grade you’ll get; rather, their job is to help you achieve your writing goals.
- Follow the consultants’ instructions for how to make an appointment with them, and make the appointment early.
- Make a 30-minute appointment unless you are asked to do otherwise.