WRITING & SPEAKING CENTER

COLGATE UNIVERSITY 2016-2017
The Writing & Speaking Center is committed to helping all Colgate students succeed as clear, effective communicators.

Peer writing consultants help students improve and refine their writing; they can review a paper's focus, development, organization, clarity, grammar, source integration, or other aspects.

Peer speaking consultants help students prepare content for academic speaking situations, from in-class discussions to oral presentations. They can also help speakers organize ideas, manage anxiety, and improve delivery to an audience.
WHO COMES TO THE WSC?
Each year, over half of the first-year class visits the WSC, and most students rate their session as “Excellent” and return at least once. Many students then become regular clients, continuing to seek feedback throughout their four years of college. WSC visitors range from students who experience some level of difficulty in meeting college-level expectations to those who excel in class assignments at Colgate and yet still want to hone their craft as part of a writing community.

WHO ARE THE WSC CONSULTANTS?
WSC consultants are current Colgate students from across the disciplines and class years. Most often nominated by a faculty member, all consultants demonstrate strengths in their own writing or speaking, as well as in their approaches to helping students in one-to-one consultations. WSC consultants receive ongoing training and have been selected not only for their skills, but also for their genuine interest in others’ ideas, voices, and writing development.

HOW DO I MAKE AN APPOINTMENT?
Although drop-in appointments are usually available, it is best to secure a guaranteed appointment through our online system. From our website, http://www.colgate.edu/writingcenter, click the MAKE AN APPOINTMENT button. Register as a first-time user, then return to the login page and log in. You will see a grid of consultant names, dates, and times. Available spots appear as white blocks of 45 minutes divided into 15-minute increments. Find a block that fits your schedule, click on it, and fill out the pop-up form that appears. If you need to cancel or reschedule this appointment later, simply log in again, find the appointment, click on it, and make your changes. You may make up to two appointments per week, and there is no limit on how far in advance you may reserve a time.

WHAT SHOULD I EXPECT?
Peer consultants may not be familiar with your subject, and they almost certainly will not have read your texts or be familiar with your
course content. They are also unlikely to know your professor or the specific expectations for your assignment; it is your responsibility as the writer to be familiar with your course material and your professor’s instructions. The consultants will not provide ideas or a thesis for you, but instead will ask you questions and work to help you clarify and express your own ideas. All consultants are familiar with the most common and fundamental expectations of college writing, and what they will be able to do is help you interpret instructions, focus or expand your points, use writing guides, avoid distracting errors, and generally approach your assignment in a way that is developed, organized, and appropriate for college-level work.

HOW SHOULD I PREPARE FOR A WRITING SESSION?
If you have a draft, bring two copies of it to your appointment along with a copy of your professor’s prompt. If you don’t have a full draft prepared, bring a partial draft, an outline, or just your notes and ideas so far. Be ready to talk about the topic of your paper and work toward creating a plan. If you want suggestions for improving a draft, we expect that you will correct obvious errors on your own beforehand, so that your time in the session can be used most productively. Under no circumstances should you bring in a paper immediately before its deadline to be “cleaned up”; consultants will not edit a paper silently for you, but instead will read it along with you and talk with you about how you can fix its errors and make other needed revisions. Our goal is instructional; as we work to help you improve the essay you bring in, we hope to teach techniques you can apply on your own, in future writing assignments.

HOW SHOULD I PREPARE FOR A SPEAKING SESSION?
Speaking sessions will be tailored to your needs. A consultant can help you with anything from general speaking anxiety to participating in class discussions to planning a presentation to practicing your delivery of a speech. If you want help planning content for an oral presentation, bring notes and relevant material. If you want to practice speaking, bring any relevant presentation materials (including visual aids; send any electronic media to yourself over e-mail) and a thumb drive large enough to store a recorded video if you wish to see yourself on camera. You will not be required to videotape yourself, but the option is available.
DOES THE WSC SUPPORT ESL/EFL STUDENTS?
Yes, all WSC consultants are trained to help multilingual ESL/EFL students and others with diverse linguistic backgrounds adapt to the conventions of Standard U.S. Academic English. Additionally, our affiliated ESL Specialist is a faculty member who can work individually with students who face experience linguistic difficulties or who have interest in intensive or accelerated language acquisition work. Multilingual ESL/EFL students may schedule an appointment with her at https://colgate.mywconline.com (simply choose “ESL/EFL Prof. Spring” from the drop-down schedule menu) or may contact her directly at x7316 or sspring@colgate.edu.

WHERE IS THE WSC & WHAT ARE ITS HOURS?
The WSC is located in 208 Lathrop Hall. Its hours are:
   Monday-Thursday from 10:15 a.m.–10:00 p.m.
   Friday 10:15 a.m.–3:00 p.m.
   Sunday 4:15 p.m.–10:00 p.m.

HOW CAN I APPLY TO BECOME A CONSULTANT?
The WSC has openings for new peer consultants every year. In addition to demonstrating strong writing or speaking skills, peer consultants are personable, reliable, and able to help others learn. Applications for this paid position are due each year on the Friday before Spring Recess in March; work begins the following academic year. Required materials include a writing sample, statement of interest, résumé, and the names of two faculty references. All continuing students are eligible to apply, including rising sophomores. Application forms are available online.
Writing is an art, a technē, which Aristotle describes as “a reasoned habit of mind in making something.”

WSC WORKSHOPS (FOR FIRST-YEARS)
The WSC will hold a series of workshops led by peer consultants and faculty. These workshops aim to share the wisdom gleaned by experienced and successful Colgate students. Light evening desserts will be provided.

**Tues 9/6, 7:00-8:30 p.m., Lathrop 207**
*Reading as a Colgate Scholar: Employing Critical Reading Strategies to Prepare for Lectures, Discussions, and Writing Assignments*

**Tues 9/13, 7:00-8:30 p.m., Lathrop 207**
*Crossing the Bridge: Transitioning from High School to College Writing*

**Tues 9/20, 7:00-8:30 p.m., Lathrop 207**
*Talking the Talk: Speaking in Class, Navigating Tension in Class Discussions, and Working in Small Groups*

**Tues 10/4, 7:00-8:30 p.m., Lathrop 207**
*Tackling the Big Papers: Writing Research Essays*

GLOBAL ENGLISH CONVERSATION CIRCLE (FOR ALL)
Did you know that in over 50 countries across the globe, English is a first or official language? The American English variety we use as a standard in U.S. higher education is just one of many English varieties. For Fall 2016, the WSC joins once again with the OISS (Office of International Student Services) to host a weekly Table of Babel Conversation Circle, every Tuesday in Frank Dining Hall from 11:30-1:00. This weekly table aims to gather students, faculty and staff to engage in cultural exchange and to create an intentional space for English varieties from across the globe. If you would like to participate, but do not have a lunch meal plan, free tickets are available in Lathrop 103 on Tuesday mornings from 8:30 until 11:15 AM. Please contact Makiko Filler at mfiller@colgate.edu or Suzanne B. Spring at sspring@colgate.edu with any questions.
THE UNIVERSITY LIBRARIES
Colgate University Librarians at both Case Library and Cooley Library in McGregor Hall provide students with many services, including knowledge about library procedures and resources, knowledge about information sources and their effective use, experience in developing research topics and conducting research projects, and deep and broad knowledge of subjects and terminology.
http://exlibris.colgate.edu/

THE CENTER FOR LEARNING, TEACHING AND RESEARCH
The CLTR is dedicated to enhancing student learning. It offers information and consultation to aid students with academic advising, including general and individual advising services, instruction in learning strategies and study skills, assistance with time management and organization, and peer tutoring.
http://www.colgate.edu/center-for-learning-teaching-and-research

ACADEMIC SUPPORT AND DISABILITY SERVICES
Lynn Waldman works with students and faculty to meet the needs of students with special needs and disabilities (e.g. learning disabilities, ADHD, chronic medical conditions, psychological disorders, mobility impairments or sensory impairments). In addition, students who suspect they may have a disability or who are experiencing difficulties with learning and performing are welcomed to contact her for assistance with learning and testing strategies.
http://www.colgate.edu/centers-and-institutes/center-for-learning-teaching-and-research/academic-support-and-disability-services

THE SHAW WELLNESS INSTITUTE
The Shaw Wellness Institute provides programs and services that promote a range of healthy behaviors among the Colgate community. The institute also addresses eight different components of wellness: emotional, environmental, intellectual, multicultural, occupational, physical, social, and spiritual.
https://www.colgate.edu/campus-life/shaw-wellness-institute
WSC OUTREACH
Peer consultants enjoy visiting classes to introduce students to WSC services. We can arrange a 5-10 minute visit to any class, or (for FSEMs) you may encourage your Link to contact us and arrange to bring your class directly to the WSC to learn about and feel welcome in the space. If you will be assigning oral presentations, a speaking consultant can visit your course to introduce students to services that can help them prepare for in-class presentations, class discussions, office hour interactions, and a variety of speaking situations. To arrange a class visit introducing our writing services, contact us at writingspeaking@colgate.edu. To arrange a visit focusing on speaking, contact Alex Pustelnyk ’17, Lead Speaking Consultant, apustelnyk@colgate.edu.

RESOURCES, CONSULTATIONS, & ESL/EFL SUPPORT
We maintain an updated collection of resources, including rubrics for writing assignments or oral presentations, handouts and exercises for students on a variety of writing issues, and materials for faculty about teaching writing in the disciplines. We are happy to consult with you about any assignments or concerns, including questions about working with multilingual students for whom U.S. Academic English is a second language. For any second language concerns, please contact Suzanne B. Spring at x7316, sspring@colgate.edu.
WHAT CLIENTS SAY ABOUT WSC CONSULTANTS

“She was clear, concise, helpful, supportive, and over all amazing. She helped me turn my ehh paper into something I am proud to turn in.”

“It really helped me clarify my thesis/paper by talking it through with someone. He was also very helpful with formatting and tenses.”

“She pointed out redundancies in my paper and areas that lacked clarity, as well as gave me advice on how to further expand/elaborate on my ideas. It was very helpful to have a second pair of eyes to pick up on things I wouldn’t have noticed on my own.”
WSC PEER CONSULTANTS, 2016-2017

Iris Chen ’17
Federico Elizondo ’17
Scott Levinson ’17
Steven Nave ’17
Alex Pustelnyk ’17
Emily Rooney ’17
Zoë Smith ’17
Marissa Yuen ’17

Kasey Halsey ’18
Hyeon Jeong ’18
Maria Johnson ’18
Mason Jones ’18
Sage Krombolz ’18
Melanie Oliva ’18
Susie Waltz ’18
Sarah Wylie ’18

Amelia Fogg ’19
Rachel Keirstead ’19
Jacqueline Li ’19
Maggie McDonnell ’19
Kassi Mettler ’19
Brianna Torres ’19
Emmy Watkins ’19

WSC FACULTY

Jennifer Lutman, Director
Suzanne B. Spring, Coordinator of Second Language Writing
Shana Walden, Professional Writing Consultant
WRITING & SPEAKING CENTER

Lathrop Hall 208
Colgate University
Hamilton, NY 13346

Hours:  Mon - Thurs 10:15 a.m. – 10:00 p.m.
        Fri 10:15 a.m. – 3:00 p.m.
        Sun 4:15 – 10:00 p.m.

For more information or to reserve an appointment,
go to http://www.colgate.edu/writingcenter
or call (315) 228-6085.