

## **REQUEST FOR ONLINE WRITING CENTER ASSISTANCE**

THE BCC WRITING CENTER

607-778-5632 EMAIL harvey\_b@sunybroome.edu

### **LIMITED ONLINE TUTORIAL FEEDBACK IS OFFERED FOR STUDENTS WHO ARE ENROLLED EXCLUSIVELY IN ONLINE COURSES.**

We will try to provide feedback in a timely manner; as a general rule, expect a response in 24 hours.

BCC writing tutors are trained and experienced in responding to writing, so they can help you with *writing concerns* such as organization, clarity, style, transitions, and other generic criteria for academic writing. While we will address sentence-level concerns (if you request assistance), we will NOT edit or proofread your work. Instead, we can point to patterns of error in your writing and suggest ways for you to develop your editing skills.

#### **INSTRUCTIONS:**

- Before you submit your draft, please reread your draft carefully and critically, checking to see how it matches the criteria specified by your instructor.
- Answer all questions below:
  1. **Why are you requesting on-line writing tutorial assistance** (for example: do not live in local area, taking only on-line courses, or difficult personal circumstances that make it impossible to come to the Writing Center during business hours)?
  2. First and Last Name
  3. Your BCC ID number (from the back of your ID card)
  4. Course Name, Number & Section
  5. Professor's/Instructor's Name
  6. Have you visited the Writing Center before (either in person or on-line)? If so, how many times?
  7. List past (Eng. 090 110, 111, 220, etc.) and current English and "W" (writing emphasis) courses that you have taken/are taking.
  8. **Describe the assignment and/or send us a copy of the assignment. Include the due date!**
  9. **What are your SPECIFIC CONCERNS and questions about your draft?**
- **Send an email to Harvey\_b@sunybroome.edu; attach the completed request form, a copy of the assignment, and your draft (in Word).**