



The Writing Center

UNIVERSITY OF COLORADO

DENVER | ANSCHUTZ MEDICAL CAMPUS

Guidelines for Requiring Visits

What follows is a general guide for faculty who plan on sending students to the Writing Center. Whether requiring visits or offering extra credit, this guide will help you and your students get the most benefit from Writing Center services.

General Information:

- Writing Center sessions are 50 minutes long
 - Students must be actively engaged for a minimum of 30 minutes to receive a signed confirmation of visit (a “blue sheet”)
- All sessions are by appointment
 - Appointments can be scheduled online at <http://writingcenter.ucdenver.edu>
 - We recommend scheduling appointments at least 1 week in advance
- The Writing Center has [6 physical locations](#):
 - North Classroom 4014 (Denver Campus)
 - Campus Village Denver (Denver Campus)
 - Auraria Library, (Denver Campus)
 - Business School (Denver Campus)
 - Strauss Health Sciences Library (Anschutz Medical Campus)
 - Student Commons (CU South Denver)
- The Writing Center also has [3 online services](#) for students:
 - [Synchronous Online Sessions](#)
 - The Undergraduate Drop Box
 - The Graduate Drop Box

Suggestions Regarding Your Course:

- Embed Writing Center information into your course and syllabus¹
 - For online courses, include the web site and informational videos in course shell
- Set a deadline for completing the session prior to the assignment due date

¹ Sample Writing Center Info for Syllabus

Professional Writing Consultants are available to assist you with the development of your writing at any stage in the writing process. I strongly recommend that you take advantage of this valuable service as you draft and revise papers for this course. The Writing Center has 6 physical locations and 3 online services to meet your needs. Visit the Center online at <http://writingcenter.ucdenver.edu> or call 303-315-7355 for more information.

- At least 1 week prior is recommended
- Establish a clear reason for students to attend a session
 - Doesn't have to be a single issue, but specific examples help prepare students
 - e.g., learn APA structure, address issues of clarity, review paragraph structure, etc.
- Consider allowing students to visit the Center in lieu of in-class workshops or peer review
- Embed credit for the session
 - Helps create better student engagement
 - Point system / Extra credit
 - Penalty System / Lowering grade by one step (A to A-, etc.)
 - Encourage multiple visits by offering added incentives
- Require sessions post-comments/grades
 - Assist with revision
 - Address persistent issues

Suggestions Regarding the Writing Center:

- Schedule an informational class visit from the Center
- Complete the [Class Visit Request Form](#)
- Email the Center (Writing.Center@ucdenver.edu) with the assignment description and stress to students that they need to bring it with them to their appointments
 - Allows time to prep Consultants
 - Allows time to address questions about the assignment
- Consider emailing the Center a sample paper
- Please ALWAYS email or call the Center if you plan to recommend that students visit for help with an exam of any sort. We maintain an ongoing list of these permissions and won't help students without prior instructor permission.