

New Faculty Orientation 2015-2016



Center for Writing and Speaking

Welcome to the Center for Writing and Speaking, the intellectual hub of the Agnes Scott campus!

The Center for Writing and Speaking (CWS), located on the ground floor of Campbell Hall, offers peer tutoring in writing and speaking designed to help students of all ability levels do their best academic work. Trained and supervised by faculty, the tutors create a supportive, collaborative atmosphere for learning and encourage students to set their own agenda for tutorial sessions.

CWS tutors are prepared to help students with papers and other writing assignments or projects (graduate school or scholarship application essays, cover letters, independent study projects, creative writing, etc.), oral presentations (individual and group), poster talks, speeches, interviews, class discussion preparation, and activities or projects using media. In a tutorial session, students are encouraged to build on their current abilities, develop their own ideas, and evaluate how well their writing or speaking conveys those ideas.

Students from all majors and courses may come to the CWS at any stage of their process from planning and drafting the work to revising and polishing the final version. There is no charge for tutoring. Students should sign up for an appointment in advance using the online scheduling system at <http://cws.agnesscott.edu>. Tutoring hours are available Sunday through Friday, and the CWS is always available as a study area. Depending on how busy we are, the CWS can sometimes accommodate walk-ins, and every Monday night we host “walk-in hours” when no appointment is necessary. The CWS has many resources for students and tutors to use: sample papers and presentations, reference books on writing and speaking, an extensive series of handouts on relevant topics, audio and videotaping equipment, presentation technology, and a classroom where students can rehearse presentations.

The CWS is a trusted resource for any student who wants feedback and a helpful, supportive atmosphere, and Agnes Scott students make very good use of tutoring in writing and speaking. In 2014-2015, the CWS held 4,227 conferences with students from every discipline; with 882 students at the college, that’s a very strong usage number. About 70 % of the student body comes to the CWS each year.

Please encourage your students to make use of the CWS! Faculty support is our best promotional tool. We urge you to recommend the center to all students, not just those who seem to need extra help. Every communicator benefits from encouragement, criticism, and the supportive but intellectually challenging atmosphere of the CWS, and the CWS benefits from not being perceived as a remedial service. We endeavor to help students make the most progress possible given their starting point.

If you want to give incentives for CWS visits, please do. We don’t report on student visits, but inspired by the college honor system, students are quite responsible about reporting their visits to you accurately to gain credit or extra time on an assignment.

Mission statement and goals

The Center for Writing and Speaking (CWS) is a peer tutoring organization that provides students with individual assistance in writing, speaking, and multimodal assignments and in developing writing and public speaking skills. The CWS also supports the efforts of English language learners to develop and hone their ESL skills. The CWS is an integral part of the academic program at Agnes Scott College. Collaborative in philosophy and practice, the Center bases its work on identifying students’ strengths and building on them to achieve further progress. Students at every ability level and stage of an assignment come to the CWS to work in collaborative relationships with tutors, who offer guidance and serve as responsive readers or listeners for the evolving text, presentation, or project. The tutors help student writers and speakers develop confidence in their ability to translate thoughts into written work or speeches, to use writing and speaking to express and substantiate their ideas, and to produce a polished final product. The tutor’s goal is to help students develop good writing or speaking habits and become their own best editors and coaches. The CWS endeavors to provide writing and speaking assistance and support for all students and courses at the college and also to be a center for writing- and speaking-related activities and for research on writing, speaking, tutoring, and related topics. The CWS does not discriminate on the basis of race, ethnicity, nationality, religion, sexual orientation, ability, gender identity, or age. We welcome diversity and strive to be a center that is accessible to all, where all students can work in a positive, collaborative, cooperative atmosphere to attain their potential. This service is free of charge, available to all Agnes Scott students, and confidential.

Long-term goals

1. Students who come to the CWS will receive tutoring in the fundamental aspects of writing and speaking and related communication skills that will help them achieve greater depth, sophistication, and excellence in their work and success in their academic careers.
2. Tutors who work in the CWS will grow intellectually and develop their understanding of the writing and speaking processes and of how writing and speaking are taught.
3. The CWS will be a positive public force on campus in support of writing, speaking, and multimodal initiatives and activities.
4. The CWS will seek to develop new programs and outreach activities to bring a broader and more diverse group of students to the center and to support diversity efforts and initiatives on campus.
5. The CWS will enhance its efforts to support writing and speaking in the curriculum through assistance to faculty and other measures.
6. In the spirit of SUMMIT, the CWS will the development of tutors' and students' leadership skills.
7. The CWS will continue and strengthen its efforts to help students think deeply, communicate ethically, and engage the intellectual and social challenges of their times.

The Partners Program

For those students who seek or need sustained help with writing or speaking and related skills, the CWS offers tutorial help by semesterly arrangement. International students, ESL students, students working on senior seminar projects or creative works, or other students who want regular tutoring apply to the Partners Program. Tutor and student pairs work together throughout the semester, meeting on the same day and at the same time each week. The program is voluntary and depends on a rapport developing between the tutor and the student.

WOnline at cws.agnesscott.edu

WOnline is the online scheduling and data management program employed by the CWS. Students make (or cancel) appointments from any computer with Internet access. Students can access the schedule to make an appointment at <http://cws.agnesscott.edu> WOnline generates a satisfaction survey sent to every student after every conference.

Class visits

CWS tutors visit courses in all disciplines to advertise the services of the CWS and to give presentations on topics relevant to coursework. You will receive an email in the next few weeks with information on how to request one of these presentations for your course.

Faculty Development

CWS Director Christine Cozzens and Coordinator Mina Ivanova regularly work with faculty who want to enhance their writing and speaking assignments. If you are interested, just let us know.

Selected Center for Writing and Speaking workshops and special events 2014—2015

Each year the CWS hosts a number of special events and workshops related to writing and speaking. Watch for announcements of this year's events on email!

Event	Attendance
International Students Orientation	50
CWS Opening Gala	150
"Pasiones: Latinos in Writing and Speaking," cosponsored with Latinas Unidas	30
Careers in Writing and Speaking Guest Speaker Event	10
<i>Writing Across Borders</i> : Faculty and Tutor Panel and Discussion	45
ASC Writers' Festival Finalists Reading	50
Center for Writing and Speaking at LDR101 Summer Workshop	20
Joint Open House with Women's Center for Science and Math	36
Workshop for Prospective Tutor Candidates	18
Impromptu Speech Contest	35
Delivering Your SpARC Presentation	20
Classroom presentations on various writing and speaking topics	436