

How Do I Make an Appointment?

To make an appointment, go to our homepage and click the Make an Appointment image in the upper right-hand corner. First-time users must register before they can make appointments.



On the next page, choose 'AMC Spring 2011' or 'Online Spring 2011' from the Choose a Schedule drop-down menu. If you encounter problems, please come into the Center or call.

Note: Failure to show for an appointment after a five-minute grace period will result in the appointment's cancellation so that the consultant may assist others.

There are no out-of-pocket costs for our services. We are funded by student fees allocated by the Academic Support Advisory Committee.

How Long Are Sessions?

Appointments begin every hour, on the hour, and last approximately 50 minutes. Students are limited to 50 minutes per day and 100 minutes per week in the Writing Center.



What Should I Bring?

To ensure a productive session, please bring all relevant materials and documents to your session. This may include assignment descriptions, syllabi, class notes, instructor comments and your piece of writing (if you've started).

How Can You Help Me?

Our consultants are here to work with writers on any type of written work—personal statements, resumes, curricula vitae (CVs), critical essays, article reviews, creative writing, theses, statements of purpose, dissertations, senior projects, lab reports, grants and proposals, policy memos, public speaking outlines and graduate school/scholarship applications — to name just a few.

We encourage you to visit during all stages of the writing process. Our services include one-on-one and small-group consultations in areas such as:

- Generating, organizing and developing ideas
- Establishing effective proofreading skills
- Analysis, synthesis and argument
- Summary, paraphrase and documentation
- Understanding error pattern analysis
- Information literacy and research strategies

NOTE: Consultants will not assist with take-home exams without instructor permission. Please plan ahead!



Who Are the Consultants?

Consultants range from graduate students to instructors and come from a variety of disciplines. Consultants receive ongoing training in the theory and practice of writing.

Upcoming Workshops

During the Spring 2011 semester, the Writing Center will host free workshops on curricula vitae (CVs), NIH proposal writing, APA citation style, and writing literature reviews. To attend these workshops, please go to our web page, click on 'Information for Students' at the top of the page, select 'Student Workshops,' and then select the day and time you wish to attend.

Other Resources



We offer handouts and tip sheets related to concepts such as grammar, citation and composing professional documents (among many, many others). At the AMC Center, these handouts are located in a brochure rack just outside the main door.

Graduate Drop Box

Grad students may also receive feedback via our Graduate Drop Box service. From the Writing Center homepage, point to Information for Students > Graduate Students. A Professional Writing Consultant will provide electronic comments and suggestions within 4 business days.



Online Consultations

The Writing Center offers students whose schedules do not match ours, or those who prefer to do their work from the comfort of home, the ability to work on their writing online with a consultant. We offer synchronous online writing assistance using Adobe Connect. Benefits include:

- Real-time text and (optional) audio chat
- Application sharing
- Flexible evening/weekend hours



To register for online consulting, go to our homepage, click Online Consultations under the About Us tab and follow the on-screen instructions.

In order to take full advantage of this service, you must have a reasonably fast computer and a high-speed (cable or DSL) Internet connection. Speakers and a microphone are necessary for two-way audio chatting but not for basic instant messaging.

Online Writing Center Hours:
7 days a week
6:00 pm — 10:00 pm

Information for Faculty

The Writing Center is dedicated to serving the faculty and staff of UCD. We host and sponsor professional development seminars every year for faculty, staff and the teaching community. These professional development seminars offer strategies to incorporate writing across the curriculum, scaffold writing assignments and create effective rubrics and methods for writing assessment. Additionally, we can assign a consultant to your course:

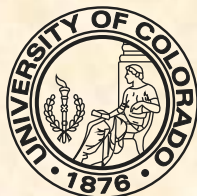
- to collaborate with you on developing and writing assignments to fulfill your pedagogical goals
- to provide mini-workshops on writing-related topics, such as documenting and incorporating sources, plagiarism or writing in your discipline
- to conduct peer-review workshops

We can also come to your class to provide a brief 10-minute informational talk that gives students an overview of our services and how we can help them succeed in your class.

IMPORTANT: Consultants will not assist with take-home exams of any sort without expressed faculty permission. Please email or call before sending any students to the Center.

For more information on services for faculty, please contact Justin Bain, Writing Center Director, at 303-556-6534 or Justin.Bain@ucdenver.edu.

UCD Writing Center



Campus Box 108
P.O. Box 173364
Denver, Colorado
80217-3364
Fax: 303-352-3651
Phone: 303-556-4845

UCD WRITING CENTER

We empower writers



INFORMATION FOR STUDENTS

**University of Colorado Denver
Anschutz Medical Campus**

Spring 2011 Hours of Operation:
Tuesdays and Fridays: 10am — 6pm
Sundays: 2pm — 8pm

Online Hours:
7 days a week: 6pm — 10pm

Location:
Health Sciences Library,
Information Commons, Room 1204

(AMC students may also visit the DDC location, NC 4014.)

For More Information:
303-724-4143
writing.center@ucdenver.edu
<http://writingcenter.ucdenver.edu>