

Writing Center Services for Off Campus, Distance Education Students

The Writing Center will offer feedback and tutoring services to off campus, distance education students via email or Campus Cruiser (Portal).

Individual, distance education students who wish to submit their writing for feedback from a Writing Center study leader should do so by email to writing.center@swtjc.edu. Assignments should be submitted at least five (5) working days before the due date.

Distance education faculty who require their classes to submit assignments to the Writing Center should contact a Writing Center Coordinator to make arrangements for entire classes to submit assignments via the Writing Center email address. Provision of an assignment rubric or guidelines is very helpful in the case of submission from an entire class. Distance education faculty should set a due date with their students for Writing Center feedback that is in advance of the regular due date for the assignment. The feedback due date should allow for at least five (5) working days for the student to receive their feedback, discuss, and revise their work.

Students will receive comments regarding their writing assignments from one of the trained study leaders or from the Writing Center Coordinator. The Writing Center does not re-teach class material or do the editing or revising for the student, rather students should expect to be engaged in a conversation about their writing assignments in which they can learn strategies for improving their own writing.