**ENGINEERING WRITING PROGRAM & WRITING CENTER POLICIES AND PROCEDURES • Fall 2018/2191**

**Summary of Engineering Writing Program & Writing Center Policies**

(Though you are responsible for understanding *all* of the information in this document; read the whole document!)

**ALWAYS follow ALL Engineering Writing assignment instructions/information and ALL submission instructions, *exactly.***

**ALWAYSgive your full attention to the Writing Instructor visiting your 0011 or 0711 class.**

**ALWAYS give your full attention to all information provided on your graded papers by your Writing Instructor.**

**You are responsible for reading, understanding, and using *all* Engineering Writing assignments and related materials posted to the 0011 or 0711 CourseWeb pages.** If you do not access, read, and use all posted Engineering Writing materials, you *will* experience significant difficulties with your writing. The Engineering Writing materials posted to CourseWeb are your Engineering Writing “textbook”; you must read and understand this material just as you must read and understand textbook material and lecture/class discussion for *all of your classes.*

Pay attention to *all* emails sent from Dr. Mena, from your 0011 or 0711 instructor, and from Beth Newborg ([bateman@pitt.edu](mailto:bateman@pitt.edu) or [beth.newborg@pitt.edu](mailto:beth.newborg@pitt.edu) ). If you do not read your Engineering-related emails, you will miss crucial information! Read all attachments that come with engineering-related emails.

Contact your writing instructor via email with any questions. Your Writing Instructor’s email can be found on the 0011 or 0711

pages and on the evaluation sheets you receive when your papers are returned. If you are contacting your writing instructor about

a paper that is due soon, you must contact him or her about tha**t** paper **before 6:00 p.m. of the day *before***

**the paper is due. You cannot contact your Writing Instructor with a question about the assignment *after* 6:00 p.m. on the day**

**before a paper is due; you cannot contact your Writing Instructor with a question about the assignment on the day the paper**

**is due.**

If an unavoidable emergency situation causes you to need to **submit a paper after the due date and time**, you **MUST contact your Writing Instructor** to arrange for a late submission. No late papers will be accepted without your *first* contacting your writing instructor. Points are deducted for lateness.

**Your Writing Instructor is available via email**. If you would like to discuss something with your Writing Instructor or would like to set up a meeting with your Writing Instructor, you MUST CONTACT YOUR WRITING INSTRUCTOR VIA HIS OR HER EMAIL! While you are encouraged to use Pitt’s Writing Center (see **USING THE WRITING CENTER,** below**), your Engineering Writing Instructor is not available by contacting the Writing Center or by dropping by the Writing Center**. You must contact your Writing Instructor via his or her email.

**NOTE: YOU CANNOT MAKE or HAVE AN APPOINTMENT AT THE WRITING CENTER THE SAME DAY THAT A PAPER IS DUE!** The Writing Center ([http://www.writingcenter.pitt.edu](http://www.writingcenter.pitt.edu/) ) is available to provide assistance with any aspect of your writing process, but you must come to the WC before the last minute. WC appointments **must be made for no later than 6:30 p.m. of the day *before* a paper is due. If you wait until the last minute to schedule an appointment at the WC, when you go to sign up for an appointment, there might be not be any appointments available**

## Q. How do I submit my papers?

**A**. **Submission instructions appear on every assignment.** Check the assignment and follow all instructions exactly. You may receive further instructions (about archiving an electronic copy of a paper, for example) in class or via email. Be sure to pay attention and to follow these further instructions exactly. If you have any questions about submission, contact your Writing Instructor.

## Q. How do I format my papers?

**A.** Format instructions will be provided for every assignment. Read and use the format instructions carefully, and follow all instructions exactly. **Errors in formatting will lower your overall paper grade.**

**Q.** **How and when can I contact my Writing Instructor or make an appointment to meet with my Writing Instructor?**

**A.** You contact your Writing Instructor via his or her email. Your Writing Instructor’s email is listed on the 0011 or 0711 Web pages and on the evaluation sheet that is attached to every returned paper. Once you have contacted your Writing Instructor, he or she will get back to you reasonably quickly. **Note that “reasonably quickly” does not mean your W.I. will be able to respond immediately. Your Writing Instructor will usually to get back to you within 24 hours.**

**A**. **You must contact your writing instructor in a timely manner. You cannot contact your Writing Instructor after 6:00 p.m. on the day before a paper is due.**

**A.** Note, again, that while your writing instructor will be happy to meet with you, **if you want to meet with your Writing Instructor, you must make an appointment with your Writing Instructo**r. You make an appointment by emailing your Writing Instructor and requesting an appointment. **You CANNOT meet with your Writing Instructor by “dropping in” at the Writing Center!** Not all Writing Instructors are WC consultants during a given semester; thus, your Writing Instructor might not be available at the Writing Center (but **will be available, via email** to schedule an appointment).

## A. You cannot use the Writing Center’s “online scheduler/online grid” to make an appointment to meet with your Writing Instructor. The WC scheduler is for making an appointment with a Writing Center consultant. If your WI *is* a WC consultant this semester and his or her name *appears on the scheduling grid,* then, if he or she has an *open* appointment time, you may schedule an appointment at that time (be sure to schedule an appointment and not just “drop in”).

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## Q. What if, because of a genuine emergency, I can’t have my paper finished by the time it is due?

**A.** If, because of a genuinely unforeseeable emergency, you are unable to submit your paper by the due date and time, you MUST contact your Writing Instructor to inform him or her that you will be submitting your paper late. You and your writing instructor will then make arrangements for the paper’s submission.

**A**. Do NOT simply hand in a late paper to your WI (or your Engineering 0011/0711 instructor or T.A.). Neither your WI nor your 0011/0711 instructor/TA will accept a late paper unless you have made specific, prior arrangements with your Writing Instructor to give your paper to him or her or to your ENGR 0011/0711 instructor or T.A.

**Q.** **If I make a number of formatting errors or grammar/punctuation/spelling/sentence structure errors, can I re-submit my paper with those errors corrected? Will I get a better grade if I resubmit?**

**A.** You may resubmit your paper with your grammar, punctuation, and format errors corrected, but your GRADE WILL NOT BE RAISED/CHANGED. If you choose to resubmit in order to show your instructor your corrected “sentence level” errors (grammar, punctuation, spelling, sentence construction) and/or format errors, you will be doing so in order to ensure that you understand what the errors were and how to best correct them. Your Writing Instructor will let you know whether or not all sentence level and/or format errors have been corrected—this should be valuable information to you as you continue with the writing projects. Note however, that your grade will not change. **This policy is in place to help you take responsibility for seeing and correcting errors *before* submitting a paper**. **In other words, the more carefully you work towards having all of the “mechanics” (including formatting) of your paper correct when you submit on the due date, the better off you will be—you’ll be a better writer and there will be few-to-no deductions for “mechanical”/format errors.**

**USING THE WRITING CENTER**

**Q. Can I come to the Writing Center for help with my papers? What kind of help will I get at the WC? Can I come to the WC without an appointment? How do I make an appointment at the WC?**

**A**. The WC [http://www.writingcenter.pitt.edu](http://www.writingcenter.pitt.edu/)  welcomes first-year engineering students. WC consultants have experience working with first-year engineering students on assigned papers. Consultants at the WC will provide advice and guidance towards starting, writing, completing, editing, and proofreading your paper. **WC consultants work WITH you** to address any questions and concerns you have about any aspect of your writing process and your paper. **WC consultants *cannot and will not* actually write, edit, or proofread any part of a paper *for* you. WC consultants c*annot and will not* tell you what the grade or grade range for your paper might be.**

**A. *Never* rely on simply “showing up” to the Writing Center and working with a consultant!** While the WC permits “walk-ins,” the WC can never guarantee a consultant will be available if you have come to the WC without an appointment.

**A. You must make your appointment to use the Writing Center in a timely manner. You cannot make an appointment at the Writing Center *after* 6:30 p.m. the day *before* a paper is due**. If your paper is due Thursday, September 6, you *cannot* make an appointment at the WC for Thursday, September 6.

**A.** To use the WC, you must make an online appointment for either the main site (317B O’Hara Student Center) or the Hillman Library Satellite Site (ground floor, Hillman). To make an appointment go to the WC homepage <http://www.writingcenter.pitt.edu>. On the WC homepage click on "Schedule an Appointment." This will take you to the sign-in page (https://pitt.mywconline.com). Click on "First visit? Click here to register.” Fill in the required information. Once registered, you will, in the future, be able to simply sign in via the sign-in page (https://pitt.mywconline.com). When you sign in, you will see the WC schedule grid. Be sure to click on the correct week.

**A.** The WC is very busy and **appointments fill up quickly, even a week or two ahead**. The sooner you can you can come to the WC for assistance with a paper, the better. If you wait until the last minute to make an appointment, it is very possible there won’t be an appointment available. And remember: **You cannot make an appointment at the Writing Center *after 6:30 p.m.* the day *before* a paper is due**. If your paper is due September 6, you *cannot* make a WC appointment for any time on September 6.