

# How the Writing Fellows Program Works in 2020-2021: Information and Instructions for Students



*USU's Writing Fellows are excited to work with you this year!*

Your professor has requested support for this course from the Writing Fellows (WF) Program. This program has shifted into a virtual modality, so even if you've worked with Writing Fellows in previous semesters, please consult the following to help you better understand how (WFs) will be assisting you. Please know that WFs don't grade your writing. Also, they work separately from the Writing Center, where walk-in appointments are possible. WFs are trained writing tutors who work with your professor to help you meet assignment requirements, improve your writing, and grow your writing skills by offering feedback on your initial drafts. For more information on the Writing Fellows Program, please visit: <https://www.usu.edu/writingfellows/index>



## How to Work with Your Writing Fellow

### STEP 1: ACCEPT YOUR CANVAS COURSE INVITATION

A Canvas course shell has been designed uniquely for your course. This shell is not tied to Banner but instead serves as a space for WF/student interfacing.

Between 1-4 WFs have been assigned to your course. After they've conferred with your professor about your course's writing assignments, you will receive a Canvas course invitation to the WFP shell. Accept the invitation and use this shell to upload

your work and schedule your Zoom conferences with WFs.

Your professor will notify you of WFP-related deadlines specific to your course. When each writing assignment is due for Writing Fellow review, open your WFP Canvas shell.

### STEP 2: UPLOAD YOUR WRITING

1. Share your draft with your WF by clicking on the [Upload Your Writing](#) link.
2. You will see the writing assignments for which your professor wants you to receive WFP support.
3. Click on the appropriate assignment, upload your draft as a [MS WORD](#) document.
4. In the Comments box, tell your WF your [major concerns](#) with the draft (please see the [What to Expect During Your Conference](#) section below for help with this step.)
5. Click [Submit](#).

### STEP 3: SCHEDULE YOUR CONFERENCE

1. After you've uploaded your draft, click on the [Schedule a Conference](#) link.
2. You will see contact information for 1-4 WFs, but you only need to meet with **ONE WF** per assignment.
3. Click on the [Appointment Scheduler](#) link to see a list of available times for each WF.
4. Click on the date and time that work best for you, enter any questions or concerns in the comments box, and click [Reserve](#).
5. Record the date and time you selected in your calendar.

Writing Fellows Program  
ANTH 4120

Welcome to the Writing Fellows Conferencing Hub. Your Writing Fellow is excited to help you submit a great writing assignment!

Your professor has requested and received Writing Fellow Program support for the above course. Writing Fellows do not attend the course, and they do not grade papers; they act as readers, coaches, and guides, giving suggestions to help you improve your written assignments and writing skills. This Canvas shell is not tied to your course. Your writing is not evaluated for a grade within this space. Instead, this shell provides a workspace that enables you to share your drafts and conference with a Writing Fellow—who knows what your professor's writing expectations and evaluation criteria are—in order for you to revise and improve your writing before you submit it to your professor.

For each applicable writing assignment, please complete the following two steps. Click the links to proceed.

- 1 - Upload Your Writing
- 2 - Schedule a Conference

First Last Name  
● Appointment Scheduler  
Place link to appointment scheduler here.

Zoom Meeting Link  
Place Zoom Personal Meeting ID Here

## WHAT TO EXPECT DURING YOUR CONFERENCE

Writing Fellows aren't text "fixers" or editors. All professional writers seek help with their writing, which becomes stronger through cycles of feedback and revision. The WF conference is about *your* writing and exists as a support system for *you*.

- ✓ Our mutual short-term goal is *to strengthen this particular piece of writing*
- ✓ Our mutual long-term goal is *to nurture your development as a writer*

1. Your WF will begin by addressing [your concerns](#)—mentioned when you initially submitted your writing. Feel free to use the ideas below for help considering what these concerns might be.

2. Where time remains, your WF will then focus on [higher-order concerns](#), such as any of the following:

- ❖ Meeting the specific content requirements of the [writing assignment](#) (topic, genre, rhetorical context, audience, and professor-specific instructions)
- ❖ The presence and quality of a [main idea](#)
- ❖ [Development](#) of detail and examples
- ❖ [Reasoning](#) and logic
- ❖ Genre-specific [organization](#)
- ❖ Use of outside [sources](#), if applicable

3. Where time remains, your WF will then address any [lower-order concerns](#), such as:

- Length and style requirements
- Sentence-level issues
- Readability
- Grammar/mechanics
- Citation

First Last Name  
● Appointment Scheduler  
Place link to appointment scheduler here.  
Zoom Meeting Link  
Place Zoom Personal Meeting ID Here

## STEP 4: ATTEND YOUR CONFERENCE

1. It is not necessary to have a Zoom account in order to join a Zoom meeting with your WFP.
2. At the appointed time, return to the [Schedule a Conference](#) link.
3. Click on your WF's unique [Zoom Meeting link](#) to enter their Personal Meeting Room.
4. You will be redirected to a waiting room, where you can test your speaker and webcam.
5. Once the WF grants you permission to enter the meeting room, you can communicate via audio, video, or chat messaging. Your WF will explain the logistics of online tutoring and several relevant Zoom features.
6. During the appointment, your WF may screen share your paper and feedback and/or grant you remote control of the file. With this permission, the tutor and student can take turns controlling the essay, with the student typically taking the lead.

### After the Appointment

You will have the option to save any chat history before leaving the meeting room. Once you leave, your WF will upload the draft with their feedback to your WFP Canvas assignments. You can then download the draft and use the feedback and conference session to revise before submitting to your professor.

Sometime after your conference, you will be prompted by your WF to complete a brief survey.