Sweetland Peer Writing Center Staff Meeting
Winter 2015
(Unless otherwise noted, all meetings are held Wednesdays from 5-6 p.m. in G219 Angell)

**Goals of the Weekly Staff Meeting:**
1. *To provide an opportunity for ongoing discussions* about and reflections on our tutoring experiences and our ever-evolving approaches to tutoring.
2. *To provide opportunities for professional development,* through presentation and discussion.
3. *To foster connections between senior consultants and newer ones,* so that newer consultants can learn from senior ones and vice versa.
4. *To discuss day-to-day operations* in the Angell Hall Peer Writing Center and the satellite centers.

**Information for Paid Writing Consultants**
- **Staff consultants are invited and expected at ALL meetings in bold: the Welcome Meeting and all meetings thereafter.** Please come and join the conversation every week!
- If you are unable to attend at least FOUR meetings (the Welcome Meeting and three additional meetings), please make alternative arrangements with Christine prior to the Welcome Meeting.
- **If you are a mentor, please attend the majority of meetings (at least six).**
- **Log your time! You will be paid for every meeting you attend.**

**Weekly Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Staff Meeting Agenda</th>
<th>Assignment Due (for 301)</th>
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<tbody>
<tr>
<td>W 9/9</td>
<td><strong>Introduction to Writing 301</strong></td>
<td>In class: Writing Center and Community</td>
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<tr>
<td>301 Only</td>
<td>- Introductions</td>
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<td></td>
<td>- Syllabus Review</td>
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<td></td>
<td>- Observation and Discussion Instructions (Handout)</td>
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<td>- Authorization to Record (Handout)</td>
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<td>- Authorization to Release Coursework (Handout)</td>
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<td>- Tracking Your Hours (Handout)</td>
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<td><strong>Community Field Trip: Ginsberg Center Little Free Library</strong></td>
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<td>W 9/16</td>
<td><strong>Setting Expectations for Ourselves and Key Concepts</strong></td>
<td>Writing Assignment 1 for 301 Consultants: Imagine the semester is</td>
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<td>301 Only</td>
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### from Writing 300

- Higher Order Concerns vs. Later Order Concerns (Handout)
- Tutoring in Three Acts (Handout)
- Developing an Array of Strategies for Tutoring (Handout)
- Readerly Responses (Handout)
- Descriptive Outlines (Handout)
- Traditional Academic Essays in Three Parts (Handout)

### W 9/23 OPEN!

**WELCOME MEETING**  
(Dinner provided!)

- Introductions
- Announcements
- Schedules
- Mentors
- Trainings
- Community Building

Receive a copy of the Fall 2015 PWC Guidebook.

### W 9/30 OPEN!

**Research in the Writing Center**  
Guest: Molly Parsons

**Writing Assignment 2 for 301**  
**Consultants:** Reflect on your experience as a researcher, in the writing center or in other contexts. What kinds of research have you experienced? What has been satisfying about that experience? What questions do you have about the writing center that research might answer?

### W 10/7 OPEN!

**IWCA Conference Preview**  
**Introduction to Skyline Writing Center**  
Guests: Andy Peters, Ella Horwedel, Jeff Austin

**Writing Assignment 3 for 301**  
**Consultants:** One aspect

### W 10/14 OPEN!

**Feedback and Evaluation**  
Activity: look at our session and end-of-term feedback forms

**Writing Assignment 4 for 301**  
**Consultants:** Describe a time when you received especially valuable feedback. (It can be in any area of your life or work.)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Assignment Details</th>
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<tbody>
<tr>
<td>W 10/21</td>
<td>Consulting on personal statements</td>
<td>What made that feedback valuable? What kinds of feedback would you like to receive in the PWC? Why? How might they help you to develop as a peer consultant?</td>
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<td>Guests: LSA Academic Advising</td>
<td><strong>Writing Assignment 5 for 301 Consultants:</strong> Your proposal for your capstone project. What will you investigate or create for your capstone project? Describe your project in 150-200 words.</td>
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<td>W 10/28</td>
<td>TOPIC TBD</td>
<td><strong>Writing Assignment 6 for 301 Consultants:</strong> Curate* an online resource for your fellow consultants that will help them in their work with writers in unfamiliar disciplines or genres. *By “curate,” I mean present and interpret the resource. Tell us what it is, what’s in it, what it’s good for, etc. You can see some examples of curated materials for multilingual writers on our course blog.</td>
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<td>W 11/4</td>
<td>NCPTW Preview</td>
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<td>Presenters: Ally Wright, Aaron Pelo</td>
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<td>W 11/11</td>
<td>Science Writing</td>
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<td>Guest: Larissa Sano</td>
<td><strong>Writing Assignment 6 for 301 Consultants:</strong> Curate* an online resource for your fellow consultants that will help them in their work with writers in unfamiliar disciplines or genres. *By “curate,” I mean present and interpret the resource. Tell us what it is, what’s in it, what it’s good for, etc. You can see some examples of curated materials for multilingual writers on our course blog.</td>
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<td>W 11/18</td>
<td>TOPIC TBD</td>
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<td>W 11/25</td>
<td>NO MEETING—HAPPY THANKSGIVING</td>
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<td>W 12/2</td>
<td>Capstone presentations</td>
<td><strong>Writing Assignment 7 for 301 Consultants:</strong> Reflect on the term. Review your consulting evaluations and (more importantly) your own written reflections in WCOnline. What has been most interesting or enjoyable for you this term? How have you grown as a consultant? How will you continue to grow?</td>
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<tr>
<td>OPEN!</td>
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<tr>
<td>W 12/9 OPEN!</td>
<td><strong>End-of-Semester Celebration (Dinner Provided!)</strong> Certificate presentations for graduating seniors</td>
<td><strong>Capstone Project due for 301 Consultants</strong></td>
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Writing 301: Directed Peer Tutoring
Fall 2015

Instructor: Christine Modey  
Email: cmodey@umich.edu  
Phone: 734-763-4912  
Office: 1325 North Quad (inside Sweetland)  
Hours: MW 10 a.m.-12 p.m., TTh 3-4 p.m.; other hours by appointment

Course Description:

This course provides students who have been trained in Writing 300 with the opportunity to serve as writing consultants in a supportive community. Students sign up for one, two or three credits for which they work two, three, or four hours per week (respectively). They also complete shorter writing assignments and a capstone project; get observed during their writing consultations; and attend a weekly, hour-long meeting. In this weekly staff meeting, consultants share questions about difficult or unusual consultations, get feedback and advice from their peers and the instructor, review their student evaluations for the week, and discuss how the peer writing center can run more smoothly. In other words, Writing 301 is a weekly staff meeting during which you, as involved and thoughtful writing consultants, take the lead to build community among yourselves and continue your professional development. Note that to continue working as a Peer Writing Consultant after you complete Writing 301 for credit, you will be expected to continue attending our weekly meetings, but for pay.

Requirements:

Work the required number of hours to complete your practicum.
- 1 credit = 23 hour practicum with a minimum of 2 hrs. of tutoring/week.
- 2 credits = 34.5 hour practicum with a minimum of 3 hrs. of tutoring/week.
- 3 credits = 46 hour practicum with a minimum of 4 hrs. of tutoring/week.

Attend and participate in all weekly meetings.

Arrive on time for all weekly meetings.

“Like” our “Sweetland Peer Tutors” Facebook page and post something to it.

Post required blog posts on our blog by noon on the due date. Our course blog is at http://sweetlandpeerwritingcenter.wordpress.com and you should have already received an invitation to become an author on it. The syllabus gives you prompts for blog posts, so respond to those prompts and feel free to blog more if you’d like. Your blogs posts don’t have to be long, but they have to be there and thoughtful. I’d like, too, to see you coming into conversation with one another, by commenting on and/or referencing other posts, just as you might if you weren’t blogging for a class but just to engage in an
interesting conversation! Your blog posts will help us focus on issues of interest to you in class discussions, so please complete them by **Wednesday at noon and be prepared to discuss them during staff meeting.** Note: I will read all blog posts and mark them as complete or incomplete in CTools Gradebook. I will provide a public comment that relates to at least one of your blog posts this semester.

**Schedule an observation and discussion with Christine.**
- Schedule an hour-long observation and discussion meeting by the second week of the semester.
- Come to the observation and discussion meeting with an audio-visual recording of yourself tutoring. If you don't have a digital video recording device or a laptop on which to play your recording, you'll need to borrow items from LSA’s Instructional Support Services (ISS). See [http://lsa.umich.edu/iss/classrooms](http://lsa.umich.edu/iss/classrooms) or call 734-615-0100 for info about Audio-Visual Support and Equipment Loans.

**Write a 1-2 page single-spaced response to your recorded consultation that analyzes your tutoring style.** Bring it in hard copy to your meeting and email it to Christine at least 24 hours before your meeting with the subject line “[FirstName LastName] 301 Reflection,” e.g. “Christine Modey 301 Reflection.” Answer the following questions (and feel free to go beyond merely answering them): What happened during the tutorial? What do you think you do well? What could you do better? How did you social identity interplay with the writer’s social identity in the consultation? Who had power? Who or what had privilege? Why? What steps might you take to improve as a consultant?

**Create a capstone project:**
There are three options for your capstone project. You should choose the one that most appeals to you and best fits your skills. **A written proposal for the project is due on February 25, 2015.**

**Option 1:** Write and submit a proposal for the upcoming International Writing Centers Association Conference, the National Conference on Peer Tutoring in Writing, or another conference of your choice. There are a variety of presentation formats, including individual presentations, panels, and workshops. Sweetland is routinely represented at national conferences by a half dozen peer writing consultants; you could be one of them! For an example of the call for papers for such a conference, see: [http://ncptw2015.org/call-for-papers/](http://ncptw2015.org/call-for-papers/)

**Option 2:** Create a short, high quality, shareable video or podcast. This video or podcast can explain a writing or consulting concept, promote the peer writing center to students or faculty, etc. Use your imagination!

**Option 3:** Write a poem about tutoring: an ode to your favorite theorist, a sonnet about your favorite colleague, a ballad about your favorite student writer, etc. Get creative and have fun with this project, and feel free to collaborate with a non-301 consultant if you’d like. If you’d strongly prefer, you can opt for some other creative
project, i.e. a collage, a painting, a piece of music, etc. that nevertheless makes thoughtful commentary on your experiences and hopes as a peer consultant.

You’ll introduce and present your project at a staff meeting (see daily schedule for date), post it to our blog, and when possible and appropriate, your project will decorate our center. Please put great care into this project and start working on it sooner rather than later so that it’s polished and ready to be presented at semester’s end. It’s your final contribution as a student in the Peer Writing Consultant Program, and everyone’s excited to hear/see your impressive capstone.

**Financial Assistance**

If financial need makes it difficult for you to purchase books, a laptop computer, or other classroom materials, the Gayle Fund (established in honor of Gayle Morris Sweetland) can loan you the necessary materials. You can talk to Christine about how to apply, or you can get an application form from the receptionist at the Sweetland office at 1310 North Quad.

**Grades/Credit:**

If you fulfill the above requirements, you will receive credit for the course. If you prove yourself to be an excellent and responsible consultant, you will also have the opportunity to continue working as part of Sweetland’s staff of paid Peer Writing Consultants.