



CENTRAL WASHINGTON UNIVERSITY

University Writing Center Services for Faculty

1. Writing Center Orientations: A ten to fifteen minute classroom visit from the writing consultant to explain to your students the services offered by the Writing Center
2. Classroom Visits/Peer Review Services: The writing consultant will visit your classroom to assist your students with in-class writing, peer reviews, and other classroom writing activities.
 - a. Any time you want a consultant in the classroom to assist you with writing projects, let me know. Please submit a copy of your assignment at the same time you request a classroom visit.
3. Subject-Specific Workshops: The consultant will visit your classroom and teach a workshop for your students on the writing-related subject of your choosing.
 - a. Topics may include such things as documentation, specific grammatical difficulties, and research skills. I need a week's advance notice in order to plan a workshop. Before the workshop, we will schedule a meeting to discuss the content of the workshop.
4. Group tutoring: The consultant will tutor a group of your students (up to 6 students) whom you have assessed as having similar writing needs.
 - a. Send me a copy of your assignment in advance, if at all possible.
5. Referral Forms: To be used to refer students in need of specific writing support to the Writing Center
 - a. Send me a copy of your assignment in advance, if at all possible.
6. If you have other needs, please let me know and I'll do my best to accommodate them. I'm open to suggestions, and I'd appreciate any feedback you can give me about how the Writing Center can meet the needs of your students.

Prairie Brown
University Writing Center Consultant, CWU Des Moines
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Office: Higher Education Building 379



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**University Writing Center
Writing Center Services Request Form**

This form can be submitted to my mailbox or slid under the door of my office.

1. Instructor's Name _____
2. Class _____
3. Meeting Time _____
4. Room Number _____
5. Number of Students _____
6. Date of Requested Services _____
7. Requested Services:
 - a. Writing Center Orientation _____
 - b. Classroom Visit/Peer Review _____
 - c. Subject-Specific Workshop _____
 - d. Group Tutoring _____

Notes:

Please give me a two-day advance notice for orientations, classroom visits, and group tutoring and a week's notice for workshops. Thanks!

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