

## MGT 6351 Student Guide to Academic Center Services

The Academic Center provides a variety of services to UHV students, including face-to-face and online writing assistance (tutoring), subject-area assistance, testing services, and instructional resources. Below is a compilation of frequently asked questions about the Center's writing assistance services for MGT 6351.

We'll be happy to answer any other questions you may have. Additional questions about writing assistance services can be sent to [tutor@uhv.edu](mailto:tutor@uhv.edu). We look forward to working with you this semester.

### How can the tutors help me?

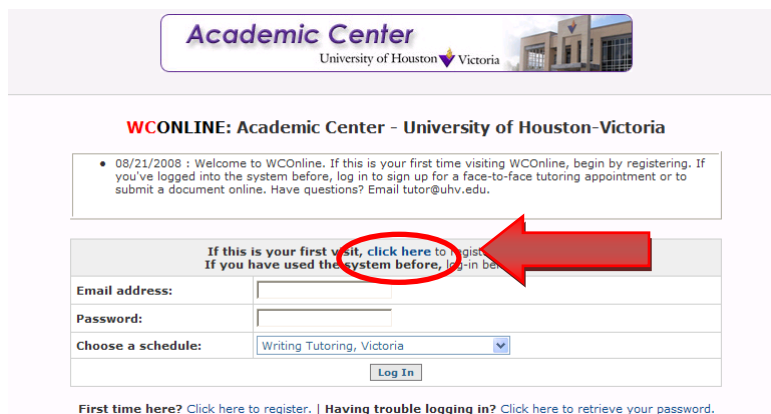
Tutors help writers **at all levels**, and their primary task is to provide you with an objective reader who will help you **look at your own writing more critically and carefully**. Tutors will not "fix" your paper or write any part of your paper for you. Instead, they will give you a reader's feedback, letting you know if your meaning is getting across. They may also help you identify and correct grammar and style problems or issues. Tutoring does not ensure that you will receive a specific grade on your assignment but instead encourages you to think about your writing in a more analytical and critical way.

### How does the process work for MGT 6351 students?

You will be required to submit your research paper to the tutoring staff of the Academic Center at least three times. The School of Business, working with your instructor and the Academic Center, sets the three submission dates. For two of the three submissions, a peer tutor will provide feedback to you about the research paper in progress. The final submission will be the final version of your paper. The process of submitting your papers to the Center is very easy.

To send a paper for online tutoring, you must first register in WOnline, our appointment system. You will register only one time during the semester, although you'll return to WOnline each time you want to send a document for tutoring.

Registration is easy. Just go to <http://uhv.mywconline.com/> and choose "Click here" to register.



**Academic Center**  
University of Houston - Victoria

**WCONLINE: Academic Center - University of Houston-Victoria**

- 08/21/2008 : Welcome to WOnline. If this is your first time visiting WOnline, begin by registering. If you've logged into the system before, log in to sign up for a face-to-face tutoring appointment or to submit a document online. Have questions? Email [tutor@uhv.edu](mailto:tutor@uhv.edu).

If this is your first visit, [click here](#) to register.  
If you have used the system before, log-in below.

Email address:

Password:

Choose a schedule: Writing Tutoring, Victoria

First time here? [Click here to register.](#) | Having trouble logging in? [Click here to retrieve your password.](#)



Visit us on the web at [www.uhv.edu/ac](http://www.uhv.edu/ac)

Email at [tutor@uhv.edu](mailto:tutor@uhv.edu) University West, Room 129 (361) 570-4288

Once you've registered, you'll be able to log into the system using your email address and password.

To submit a paper for online tutoring, choose a "Writing Tutoring" schedule (any location).

The screenshot shows the Academic Center website for the University of Houston Victoria. The header includes the logo and navigation links. The main content area is titled "Writing Tutoring, Victoria: 07/28/2008 - 08/01/2008". It features a dropdown menu for selecting a schedule, a button for "Looking for Online Writing Tutoring? Click here!" (circled in red), and a navigation bar with buttons for "Open Time", "My Reservations", "My Past Reservations", "Other Reservations", "Other Past Reservations", and "Unavailable Time". Below this is a calendar grid for Monday, 07/28/2008 and Tuesday, 07/29/2008, with time slots from 8:00am to 5:00pm. The grid shows reservation slots for Elizabeth Bennet and Fitzwilliam Darcy.

Then, select **Click here!** where prompted.

A form will appear in a pop up. Complete the fields in the form and attach your document at the end. It's especially important that you choose your instructor from the drop down menu and indicate which submission you're sending under the "What are you working on?" drop down menu. (*Microsoft Word 95 or above* is the preferred program for tutoring; however, you also may submit your documents in *Microsoft Works*.)

Finally, click "Send e-Tutoring Request." You will receive a confirmation notice when we receive your email.

Please note that you **cannot** send a document to us from within Blackboard.

### What happens during each of the three submissions?

Each of the three required sessions will have a different focus, so we've compiled some information about each submission.

**On your first submission,** you will receive constructive feedback from a tutor primarily about whether your content is meaningful and your organization is useful to your reader. **You will need to submit a draft of at least 10 pages and an outline of your entire paper to us from WOnline. Please include any questions or specific issues you want the tutor to address.** During this submission, tutors will typically focus on the organization of the paper—whether you've clearly stated your thesis, whether new paragraphs or sections include clear topic sentences, and whether you have transitioned well between paragraphs or sections though they may also comment on other issues. The focus will be on overall meaning. You will need to allow approximately ten business days for the document to be returned to you.

**On your second submission,** you will receive constructive feedback from a tutor about how to improve your paper at the sentence level. **You will need to submit a full draft via WOnline. Again, type in any questions you want the tutor to address.** During this submission, tutors will focus on sentence-level issues and APA style. They will also complete a Grammar Error Analysis sheet on four pages of your document to identify some of the patterns of grammar errors that occur within the research paper. You will need to allow approximately 10 business days for the document to be returned to you.



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**On your third and final submission**, Academic Center staff will assess your paper for its correctness of grammar, mechanics and punctuation, sentences, spelling and diction, and APA format; this assessment addresses only issues of correctness and provides a raw score that will be forwarded to the School of Business Administration for inclusion in your grade for the assignment. **You will need to submit the full and final draft via WCOonline and indicate that you're sending the MGT 6351 Final Submission in the "What are you working on?" drop down menu.**

### **When will the tutored version of my paper be returned to me?**

Because of the length of most graduate papers and the number we receive, it takes approximately **10 business days** for the document to be returned to you. Documents are tutored in the order in which they arrive. Please understand that occasionally papers may get lost in transmission. **We will confirm that we received a submission from you.** You should receive an email confirmation message from us within **one business day** that verifies that we received your document. **IF YOU DO NOT RECEIVE A CONFIRMATION MESSAGE WITHIN ONE BUSINESS DAY, PLEASE CONTACT US AT (361) 570-4291.**

### **What kind of response will I receive from the tutors?**

The tutors will send you an email with general comments about your paper. Your paper will be attached to the email. The tutored version of your paper will have words, phrases, or sentences highlighted that the tutors have questions or comments about. Upon highlighting a section, they will also insert a comment, telling you why they are concerned about the word(s) or sentence. We will send some additional information about how to view and print tutor comments with the confirmation email on your first submission, but you can also visit *A Mini-Tutorial for Viewing and Printing Tutor Comments* available at <http://www.uhv.edu/ac/tutoring/commenttutorial.aspx>.

### **Can I attend a face-to-face tutoring session?**

The three submissions discussed earlier (first, second, and final) must be completed on the dates that your instructor provides through WCOonline, so they'll take place via online tutoring. You can, however, attend other sessions (as many as you want or as time allows). For those other sessions, you can attend face-to-face tutoring sessions or complete additional online tutoring sessions (allowing 10 days for return). To attend a face-to-face tutoring session, you just need to sign up for a face-to-face tutoring session. To do so, you'll sign up using the calendars within WCOonline—just choose the calendar for the location that you want to attend face-to-face tutoring on the WCOonline log in screen. Then click on the appointment time you're interested in. Sign up for a one-hour session. Please note, though, that **face-to-face sessions cannot count as official submission for this class.**

### **Will every tutor provide the same advice? What do I do with the tutor's suggestions?**

Different tutors may provide different advice on the same paper or the same problem. That's to your advantage. They offer you a wider perspective on your paper and represent how different readers might read or react to your paper differently. They may also be offering you different options for solving problems in your sentences or paper. More than one approach might work. It's up to you to decide whether their comments fit with what you know about the requirements of your particular writing situation and the assignment. The final writing choices are up to you, and you are ultimately responsible for them. If you are unsure about a suggestion, you might ask for a different perspective or further explanation, consult with your instructor, or do some further research on your own.

### **What if I still have questions about a paper after it's been tutored and emailed back to me?**

If you have a quick or simple question (i.e. about a grammar or APA issue), you can email it to [tutor@uhv.edu](mailto:tutor@uhv.edu). The tutors will most likely be able to respond within one business day. If you have complex questions about a paper (i.e. incorporating source material or using topic sentences effectively) or if you've made substantial revisions to your document, you can submit it to us again. However, we ask that you limit your submissions to one per week. We want you to be able to have time to analyze tutor comments and revise effectively. We also want everyone to have the opportunity to receive prompt feedback.