



Academic Center

Tutoring and Testing at UHV.

MGT 6359 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 6359 students.

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. 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 feedback as a reader, letting you know if your meaning is getting across. They may also help you identify and correct grammar and style problems or issues.

How does the process work for MGT 6359 students?

You may be encouraged or required to submit your documents to the tutoring staff of the Academic Center. You may be asked to submit your documents to us for two reasons, depending on your instructor's preferences,

1. for us to tutor or provide feedback on a document
2. for us to complete a final assessment form on a document.

The next two questions and answers provide some additional information about each of these situations. Your instructor will inform you if you are allowed or if you are required to submit a document for tutoring or for final assessment. **If you're unsure if a document can be tutored, please check with your instructor.**

What happens when I submit a document for tutoring? Where should I send the document?

When you submit a document for tutoring, you will receive constructive feedback from a tutor about both "higher order" concerns (such as whether you've clearly stated your thesis, whether new paragraphs or sections include clear topic sentences, and whether you have transitioned well between paragraphs) and "lower order" concerns (such as sentence-level issues and APA style). Again, tutors will not "fix" your paper, but they will help you identify areas of concern and offer suggestions or comments.

To submit your documents for tutoring, you simply need to send your paper **as an attachment** to your email to tutor@uhv.edu. **Microsoft Word 95 or above** is the preferred program for tutoring; however, you also may submit your documents in **WordPerfect 6.1 or above** or **Microsoft Works**. **Type your instructor's last name and your class (MGT 6359) in the subject line of the email. In the body of the**



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Email at tutor@uhv.edu University Center, Room 122 (361) 570-4288

email message, type in any questions you want the tutor to address. You will need to allow approximately one week for the document to be returned to you.

What happens when I submit a document for assessment? Where should I send the document?

If your instructor indicates that you should submit a document for assessment, the 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 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 to gradtutor@uhv.edu and indicate in your email message that the version you are sending is the version for assessment. Type your instructor's last name and your class (MGT 6359) in the subject line of the email.** We will confirm that we received the final version for assessment.

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 **one week** 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. Note that a document submitted for final assessment will not be returned to you directly but will be forwarded to the School of Business.

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.asp>. This tutorial covers how you can view and print comments from your documents submitted for online tutoring.

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. 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.



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Academic Center Resources available to UHV Students

The Academic Center provides a number of instructional handouts that may assist you with both your academic and professional writing. These handouts are free and are available to you in the Academic Center (Room I22, University Center) and on the Academic Center's Website at www.uhv.edu/ac.

The handouts are organized into various groups or "centers," including

Business and Professional Communication: This information resource center features handouts on issues encountered in practical business communication, especially written communication. It provides examples, explanations, and guidelines for writing messages to audiences inside and outside the organization. Additionally, this information resource center can help you conduct a successful job search. It contains information on presenting yourself in writing in the most effective way and convincing employers that you are the right person for the job. The handouts provide help with writing application letters and resumes.

Documentation Style: If you are presenting research, this center can help you present it consistently and in a preferred style for your field of study. This information resource center contains quick guides for the two most commonly used documentation styles in academia: APA and MLA. It also includes advice about writing abstracts and using headings and content notes, among other things.

Grammar and Punctuation: If you are looking for concise, complete information about the most persistent and prevalent grammar and punctuation issues in written communication, this center can help. The handouts most often include definitions, examples, explanations, and practice exercises to allow you to check your understanding of the issue. In many cases, you can choose from a variety of practice exercises, all of which have answer keys and some of which are interactive.

English as a Foreign Language: This information resource center provides help with many of the most common English language problems encountered by non-native speakers of English. The handouts provide explanations, examples and a variety of self-check exercises.

Writing and Learning across the Curriculum: This center contains information on writing a variety of discipline-specific papers, from response papers to lab reports. Each handout details the process of preparation, provides steps in writing, explains the content and format, and offers an editing checklist for that particular kind of paper. It also contains handouts on study skills and taking essay exams.

Writing Research Papers: The research paper information resource center walks you through the process of writing a research paper, from generating ideas to final proofreading. The handouts offer depth of explanation and attention to detail. For once, you can get concrete advice on ways to signal readers when you are using someone else's material and when you are commenting on their material. This center can help you multiply your power and flexibility in writing the research paper.



Grammatically Correct is a grammar tip of the week created by Academic Center Peer Writing Tutors at the University of Houston-Victoria. *Grammatically Correct* was originally created for UHV students in spring 2003, but now is open to anyone who wishes to receive a weekly grammar tip. For directions on how to subscribe to the weekly grammar tip, visit <http://www.uhv.edu/ac/student/grammartip.html>.



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