



READING/WRITING CENTER ORIENTATION AND INSTRUCTIONS FOR 098 STUDENTS

WELCOME TO THE READING/WRITING CENTER

- The Reading/Writing Center offers 098 students practice and extra help with the most important aspects of Freshman English 1 writing, including formulating a specific thesis, providing adequate support through fully developed and carefully organized body paragraphs, using appropriate citation, and writing in clear, correct sentences.

SETTING A GOAL

- We will start each hour by establishing your goal for that hour. That may mean that we will give you a specific assignment. Or, if we have permission from your instructor to work on class assignments, you may choose what you want to focus on from a menu of options:
 - Summary and response
 - Formulating a thesis and making an outline
 - Drafting/revising a body paragraph
 - Specific sentence skills
 - MLA documentation

SIGNING UP FOR AN HOUR

- Your first step will be signing up for an hour.
- Go to the Google Sheets signup sheet for the week located on the Reading/Writing Center webpage: <https://sunyorange.edu/english/reading-writing-center.html>.
- Put your full name in any open space and be sure to include your course number and section, for example, 098 B1. (Do not put your name in more than one space for each week and do not create new spaces or delete other students' names.)
- That's all there is to it. If you need to change your day and time at any point, just email us at ReadingWritingCenter@sunyorange.edu.

STARTING YOUR HOUR

- At your scheduled hour, you will receive an email from a Reading/Writing Center instructor asking you what your goal is for the hour.
- You may respond to the email or you can ask to chat with the instructor that contacted you by using Google Hangouts.
- ***It is important that you start your hour on time since, to get credit for the hour, you must complete at least fifty minutes worth of work, and there will be students scheduled for each hour.



SUBMISSION AND FEEDBACK

- When you have completed your goal for the hour, your Reading/Writing Center instructor will give you helpful feedback.
- We will keep a record of the hours you have completed and all the work you have done to share with your instructor.