

During \_\_\_\_\_, University Writing Services (UWS) will be offering In-Person Appointments, Online (Asynchronous) Consultations, and Zoom Video Conferences. These FREE services begin on Monday, May 20<sup>th</sup> and will continue until Friday, August 9<sup>th</sup>. UWS will be closed during Memorial Day, Juneteenth, and 4<sup>th</sup> of July in accordance with the SLU Academic Calendar.

UWS will be open both in-person and virtually Sunday through Friday with morning, afternoon, and \_\_\_\_\_ evening options (generally from 10:00 am to 8:00 pm). Consultants offer support on any stage of the writing process (e.g. brainstorming, outlining, proposing research questions, developing arguments, integrating sources, creating citations, revising, implementing comments, and formatting).

Every 1-hour appointment includes up to 50-minutes of brainstorming or content-based feedback (on undergraduate class assignments, conference papers, cover letters, dissertations, group projects, multimedia assignments like iMovie and PowerPoint, personal statements, seminar papers, senior capstone projects, short answer questions on applications, speeches, and theses) followed by a 5-minute survey. Consultants do not line edit, but they do help with recurring grammar and syntax mistakes.

The consultant will subsequently read your submission, make suggestions in the margins, compose an email summary, and send you feedback (reattaching your project with their comments) by 10:00 pm on the same day as your scheduled appointment.

will take place live (in real time) using audio-video conferencing software. These conferences can be conducted using a desktop computer/laptop or tablet/smartphone app

To communicate with the writing consultant, your device must have microphone accessibility . Webcam accessibility is . No experience with Zoom needed.

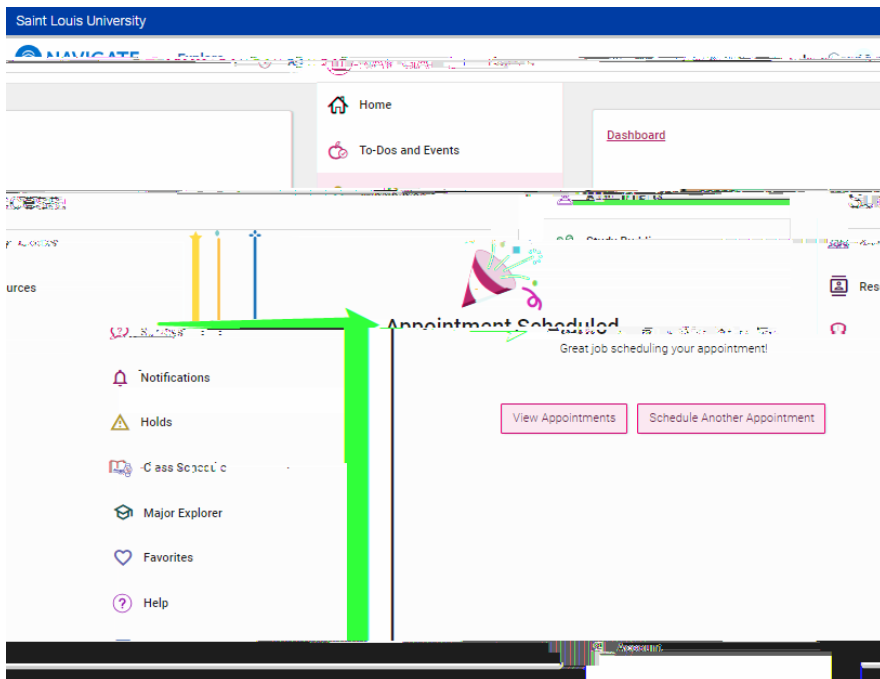
Remember to 1) hit the "Schedule" button at the bottom of the screen on EAB Navigate - Student to complete your reservatfe



- Start by booking an appointment on EAB Navigate - Student which is located under Applications on the Okta dashboard. Remember to hit the "Schedule" button at the bottom of the screen (on the final confirmation page) to complete your reservation.



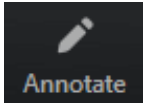
After clicking the button, your screen will automatically refresh and it will read "Success! Appointment Scheduled".



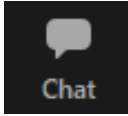








- This option appears clicking the Share Screen button.
- Only the person who shares the screen can make edits within the actual document.
- The writing consultant will be able to see your current writing project and make annotations (on top of the shared screen) which can be erased as needed. Make sure to the annotations before scrolling to the next page or leaving the Zoom meeting at the end of the appointment.



- Comment or ask questions if there are problems with the microphone.
  - Send the document to the writing consultant if Share Screen does not work.
  - Create a set of goals for the appointment. What do you want to accomplish in 50 minutes?
  - Link to outside resources.
  - Co-create an action plan with the writing consultant so that you have a to-do list after the appointment ends.
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- If you arrive early/on time and you are placed inside the waiting room?
    - If you join first and the writing consultant has not yet arrived or they are busy wrapping up a previous appointment, just wait a few moments. The writing consultant will still be able to join the meeting after you.

[writing@slu.edu](mailto:writing@slu.edu)

- If you cannot hear or see yourself/the writing consultant?
  - Check the lower left-hand corner of the Zoom tool bar to make sure your microphone and video are turned on.
  - Send a message to the writing consultant through the chat function if you are unable to hear or see them.
- If you accidentally leave the appointment?
  - Rejoin the meeting because the writing consultant will still be there.
- If any other issues arise?
  - Keep your SLU Outlook account open during your appointment so that you can email the writing consultant (and vice versa) to let them know about any unexpected issues you might be experiencing with Zoom. They have been trained on contingency plans in the event that Zoom does not function properly.