

## **ACADEMIC SERVICE FOR INTERNATIONAL STUDENTS WHAT CAN YOU EXPECT?**

PSR provides assistance in writing academic papers. We do this in two ways:

1. Appointments with the Coordinator of International Student Support [Holbrook 219A].
  2. Appointments with writing coaches. Their office is the CAPSR office on the first floor of the Holbrook building next to the elevator. Their individual schedules will be posted there as well as outside Holbrook 219A.
- Writing coaches provide an academic service. They will work with you to improve your papers by focusing upon 1) technical issues such as grammar, style, syntax especially guiding you to deal with consistent grammatical errors; 2) organization of your paper; 3) expression of your ideas.
  - Your writing is your own. The coaches and Coordinator will not write your paper. They will not change your ideas.
  - The coaches and Coordinator will ask you to clarify your ideas, to explain your reasoning so that you will be better able to present your thinking clearly and logically.
  - Get a good dictionary and a thesaurus. Electronic dictionaries are not adequate for academic work.
  - You may select any of the coaches or the Coordinator and change from one to another at any time.

### **PROCEDURES**

- Appointments are strongly recommended.
- The writing coaches keep specific office hours. You can make an appointment with them by email.
- The Coordinator of International Student Support is available by appointment throughout the week. Either sign up on her office door or send an email.
- “Drop Ins” can be handled only if time allows and there are no other appointments.
- Appointments are a maximum of one hour. If you need more time, make another appointment.

- Bring a copy of the syllabus of the course to give to the Coordinator or the coach
- Make appointments as early as possible. It may not be possible for the Coordinator or the coaches to work on your paper at the last minute.
- Sending your paper electronically before your appointment will allow the writing coach and you to work together more efficiently.
- Ideally, work with the coaches or the Coordinator early in your writing process and then make a follow-up appointment when you are ready to do the final editing
- If you have serious questions about your assignment, contact your professor.

### **PSR policy regarding students for whom English is a 2<sup>nd</sup> language<sup>1</sup>**

1. Upon request by the ESL student to the PSR faculty, the faculty member will extend the deadline for papers one week to allow time for editing.
2. Upon request by the ESL student, PSR faculty will allow twice as much time for ESL students to complete in-class written exams.

Note: This is not automatic. You, as the student, must contact the professor and get permission. Also, this is a PSR policy; Other GTU schools do not have this policy.

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<sup>1</sup>PSR faculty minutes December 2008