



Distance Tutoring

Distance tutoring services for writing are provided to Sam Houston State University students who are enrolled in classes which do not meet on the Huntsville campus. To take advantage of this service, you will need to cut and paste the following questions into your email, and then type in answers to the questions. Attach your paper in **Microsoft Word format** and email to: wctr@shsu.edu

These questions aid us to better understand both you and your assignment, thereby allowing us to help you effectively.

- 1) a. Name:
b. Sam ID:
c. Course Department and Number:
d. Instructor Last Name:
e. Due Date:
- 2) Paste or type the instructions you received for this assignment here:
- 3) What documentation style (MLA, APA, Chicago, ASA , etc.), if any, did the assignment specify?
- 4) Did you receive any other information from your instructor concerning the assignment?
- 5) Describe the assignment in your own words here:
- 6) Who is the audience for this piece of writing? Your instructor? Classmates? Someone specified in the assignment?
- 7) What have you done with this piece of writing so far?
- 8) What, if anything, have others told you about this piece of writing so far?
- 9) Is there anything else you would like the tutor to know about your draft or yourself as a writer?
- 10) How long should your paper be?
- 11) How much time have you scheduled to revise this draft?
- 12) When do you need our response so you will have enough time for revision?
- 13) After what date would feedback no longer be useful?

- 14) What is the weakest aspect of your draft?
- 15) What is the strongest aspect of your draft?
- 16) What do you usually struggle with as a writer?
- 17) What are your top three concerns about your draft?

Please allow at least 48 hours for the Writing Center staff to review your paper. This response time may be longer for lengthy papers or if you submit the paper on Friday, Saturday or Sunday. If you would like, call (936) 294-3680 to confirm that your paper has been received.