The Kaplan University Writing Center is your source if you need help composing and finishing a writing assignment. This workshop will show you how to talk to a live tutor, use the paper review service, and have your questions answered. Learn how to most effectively use the Kaplan University Writing Center resources and services.
Agenda

Upon completion of this workshop, participants will be able to navigate to the Kaplan University Writing Center and access and utilize KUWC resources effectively and strategically. Participants will learn about the services the KUWC offers including live tutoring, paper review and Q&A, writing reference library, live and recorded writing workshops, support for English language learners (ELL), Writing Fundamentals program, and Effective Writing Podcast series.
Finding the Writing Center

To navigate to the Writing Center, log into the KU campus, then click on MY STUDIES. Under MY STUDIES, click on Academic Support Center.
Finding the Writing Center

On the main Academic Support Center page, you will see the Writing Center links. Notice, you can access the *Kaplan Guide to Successful Writing* on the right hand side in both print and audio form. You can download the book to read or listen to later.
What the Writing Center Offers

The Kaplan University Writing Center offers a variety of services and resources, including live tutoring, holistic paper review, a question and answer service, live and archived workshops, a robust reference library with multi-media resources, including a special section with tutorials that graduate students may find especially helpful, the English Language Learners program, the Fundamentals program, the Effective Writing Podcasts Series, Faculty Resources, and first-term student resources.
You can also find and connect with us through the KUWC’s new public webpage. You can actually Google and find this page. This is also a great way for you to stay connected to the Academic Support Center and KU through Facebook and Twitter. Many of our resources are here as well.
**Live Tutoring** is open on
Sunday, 6-10 pm ET
Monday, 12-10 pm ET
Tuesday, 12-10 pm ET
Wednesday, 6-10 pm ET
Thursday, 6-10 pm ET

The current live tutoring schedule can be found via the following link:
https://kucampus.kaplan.edu/MyStudies/AcademicSupportCenter/WritingCenter/WritingTutor.aspx

Students can access live tutoring during scheduled hours by clicking on the link to the live tutoring room (https://khe2.adobeconnect.com/_a769721248/kuwctutor/).
Live tutoring enables you to meet and work one-on-one with a professional tutor. Once you enter the main meeting room, a tutor will greet you and ask you to sign-in to live tutoring. Once you have signed in, one of the tutors will move you into a private breakout room to begin a tutorial session.

Tutors have audio, so please ensure your speakers are turned up. You can also use audio to communicate if you have a microphone/headset. Please let your tutor know that you would like to use audio, and he or she will help you set it up correctly.

Please note that most tutoring sessions are 10-20 minutes. If there are other students waiting for a session, you may be asked to limit your session to 20 minutes. Please be specific when discussing your needs with tutors, as tutors do not have access to your course content. For example, if you tell us you need help with “unit 5 discussion,” we will not know what “unit 5 discussion” is. Please come prepared for your tutoring session. For example, if you want help with a thesis statement, then you should come with a working thesis statement so that you and your tutor will have a starting place. Also, it is helpful if you have your assignment open, so you and your tutor can refer to the assignment directions. Tutoring sessions are most productive when you and the tutor agree on a plan and agenda for your session. Please note that due to the time limit placed on tutoring sessions, the best place to receive a holistic look at your paper is often our paper review service. The visual on the slide depicts tutor Julie’s breakout room.
The best time to visit live tutoring is when you need to accomplish tasks that can be completed in 20 minutes or less. Use live tutoring when you need to talk about a writing topic, like the writing process or plagiarism. You can also use live tutoring if you would like to practice a grammatical concept like writing in the third person or using complete sentences. Tutors are also available to brainstorm with you or help you understand the requirements of an assignment. Tutors can help you cite and reference sources. You can also visit live tutoring to receive immediate feedback on a paragraph or thesis statement.
The following resources will help you navigate live tutoring, including entering the room, starting a session, and sharing your computer screen.

**How to Enter the Live Tutoring Room**
**How to Start a Live Tutoring Session**
**How to Share Your Screen with a Tutor**
In addition to convenient live tutoring hours, the KUWC offers a holistic paper review service. The paper review service is not a paper correction, proofreading, or editing service. We strive to focus on higher-order concerns such as organization, development, and purpose, as opposed to sentence or word-level issues. We may point out strengths and weaknesses in your writing or patterns of error. Papers are typically returned within 48-72 hours. Because graduate students may have shorter courses, they can typically expect a 24 hour turnaround time. Please factor in these turnaround times when submitting your work so that you will have enough time to apply our feedback.

In addition to written feedback, you will also receive video feedback. In the e-mail you receive from us, you will see a hyperlink. Be sure to click on that link and view your video feedback. Students may now use the convenient form pictured on the slide to submit papers for review. To avoid a delay in your response, please be sure that you provide a correct Kaplan e-mail address.
The best time to do a paper review in the Kaplan University Writing Center is after you have written your first draft. When you come to us early, we can help you the most by helping you with the structure of your paper. Many students send papers at the last minute because they want us to simply proofread their paper. However, KUWC writing tutors do not simply proofread the paper for you; we want to help you learn to write and proofread your own papers. You can submit papers to us as often as needed, so you can submit a first draft, then submit a later draft if you need further help on an assignment.

Please also tell us what you are looking for in your review. Would you like feedback on your thesis statement? The transitions in your work? APA formatting? We are absolutely here to help you, and your direction and involvement is always appreciated.
The KUWC also has a Q&A Service. You can use the convenient form on our Paper Review and Q&A services page to send us writing related questions. Questions are typically answered within 24 hours; it may be up to 48 hours on weekends.
Our Q&A service is most helpful when students and faculty need quick answers to questions that have definite answers. Here are some examples of questions that are best answered through Q&A:
- Do you include the page number when you cite a paraphrase?
- Do you generally include the thesis in the introductory paragraph?
- Is this reference and citation correct?
The KUWC also offers interactive, live workshops every month. They are offered at times most convenient for KU students. KUWC tutors and guest faculty cover topics that are relevant to our students. The current month’s workshop schedule can be located on the Writing Workshops page. Workshops are also announced via the Academic Support Center newsletter, Academic Support Center Twitter feed (@kaplanASC), and on the KU Campus Home Page. Most of our workshops are 30 minutes, but some workshops, specifically our three-part APA The Easy Way series, are one hour long. Workshops are recorded and archived, so that students and faculty can conveniently view them later. Links to recordings and presentations are posted to our Writing Workshops page. Students who attend live workshops will be able to download the presentation during or after the workshop.
The Writing Reference Library is comprised of a variety of multi-media resources which are accessible to faculty and students 24 hours a day, 7 days a week. Tutors will often refer students to these resources, and students are encouraged to review these resources and then follow-up with practice with a live tutor.
This comprehensive section of the Writing Reference Library focuses on citation styles, research, and plagiarism. Tutorials on APA, MLA, IEEE, and Bluebook are included. This section also offers a video playlist with a number of videos that show how to set up title and reference pages, as well as videos that offer instruction on APA.

### Citation Guidelines (APA and more)

- Tutorials and videos about research, citation, and plagiarism
- APA format and other citation styles, including MLA, IEEE, and Bluebook

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The KUWC has a couple of programs targeted to specific populations at Kaplan University. The ELL program is designed to assist students whose native language is not English. This includes links to workshop recordings and the resource library, which provides tips on advanced language learning, word order, Standard American English, and other topics.

The Fundamentals program assists students with writing basics. Students can also explore tutorials on the writing process, paragraphing, sentence structure, commas, editing, and proofreading, as well as sample papers to revise and edit.
The Effective Writing Podcast series offers podcasts on a wide variety of writing topics such as the writing process, argumentative writing, citation, plagiarism, and common grammatical concerns. This series is a perfect choice for students who learn best while listening!
Our services are best used in conjunction with each other. These slides demonstrate how students can consult a variety of resources and services in order to most effectively use the KUWC. For example, a student may visit live tutoring to discuss a potential thesis statement with a tutor. After the session, the student writes a draft of his or her paper and submits for paper review. The reviewing tutor notices a pattern of run-on sentences and comma splices in the student’s draft. The student reviews the tutorials that the reviewing tutor suggests, but he still does not fully understand how to spot and correct run-on sentences in his writing, so he again visits live tutoring, this time to practice finding and correcting run-on sentences in his writing.
Here is another scenario. Susie Student submits a paper for review, and her reviewing tutor indicates that she there are issues with the use of APA for citing and referencing in the paper, so Susie Student views the recording for the APA The Easy Way: Basics workshop. During the workshop, she learns about the Common Citations in APA format written tutorial, so she downloads it onto her computer. She starts working on her paper, but then she finds a resource that she would like to use, but she is not sure how to cite it. She visits live tutoring with the link to the resource and her attempt at citing it. The tutor she works with shows her where to look for the important information about the source and models how to construct a reference.
Contact Information

Julie Freydlin, Tutor
Amy Sexton, Tutor, Workshops

Write us at kuwc@kaplan.edu!

Workshops are recorded and recording links, with an accompanying PowerPoint, are posted on the Writing Center Workshops page after the workshop.

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