Remote Writing Consultations and Grammar Tutoring Sessions

For the duration of time that Allegheny courses are being delivered online, the writing consultants and grammar tutors will provide remote feedback via the following process:

- Student writers who are seeking remote writing consultations or grammar tutoring sessions will sign up for appointments using the Google calendar for writing consultations or grammar tutoring.
- The consultants and grammar tutors will check the appointment calendar daily.
- If there is a grammar tutoring appointment, the grammar tutor will email the writer to ask what the focus of the grammar session is and will ask the writer to either share their document via Google docs or to share a blank Google doc.
- If there is a writing consultation appointment, one of the consultants on shift will email the student with a copy of the email to their shift partner and ask the writer to share a copy of their draft via Google docs. If the writer does not yet have a draft, the writer should share a blank Google doc with the consultant. The writer should also share the assignment sheet and/or rubric with the consultant.
- At the appointment time, if both the consultant/tutor and the writer have stable internet access, they should both open the shared Google doc. The writer and consultant will then communicate using the synchronous chat feature in Google docs (see screen shots below).
● If either the consultant/tutor or the writer do not have stable internet access, the consultant/tutor will provide comments to the writer using the comment feature in Google docs or will provide the writer with a list of strategies and/or resources to help the writer achieve their goals (e.g., a strategy for outlining or brainstorming, a link to grammar exercises, etc.).

● At the conclusion of the synchronous consultation or in one of the comments in the asynchronous consultation, the consultant will share the link to the remote consultation post-consultation form (https://forms.gle/1vLK1YZc9VZx4v4g6) or grammar tutoring form (https://forms.gle/eVApqkbKSPzajm3XA) with the writer and request that the writer complete the form.