

Imperial Valley College

Writing Center

Write and Print your papers!

Use internet-accessible computers!

Seek help from a writing tutor!

Improve your grammar!

Try online tutoring!

Writing Center Services

25- minute personal tutoring sessions on developing topics, MLA or APA style, composition structure, or grammar. Online appointments are also available.

Explanatory Handouts on specific composition or grammatical problems

Software that will assess writing problems and assign explanation and practice assignments

Workshops about various aspects and elements of writing. Every semester, at least a dozen workshops will be sponsored by the Writing Center for anyone at IVC or in the community. Many instructors give extra credit for attending these sessions.

Self-paced classes to help you with your specific writing needs. English 51, "Individualized Writing Skills," is a one-unit class that may be taken up to four times. Lessons are individualized for every student based on a writing assessment. Students must complete 36 hours in the Writing Center to complete the course.

Writing Resources to help you successfully complete your assignments on your own. Word processing and database/internet research can be done on available computers. Reference manual and books are also available for use in the Writing Center.

Online Tutoring is Available

1. Call 355-6391 or come in to the lab to schedule an appointment during regular tutoring hours. Be sure to specify that you want an online appointment.
2. At least **one hour** before your scheduled time, copy & paste your paper in an e-mail and send it to **imperialwritingtutor@hotmail.com**. If you do not send your work, we will not call you and you will be considered a no-show. **DO NOT SEND YOUR PAPER AS AN ATTACHMENT!**
3. Call at your appointment time, with your paper opened on your computer. All of the rules and methods for face-to-face tutoring will also apply in on-line tutoring. We will not call you!

What we CANNOT do for you

- Proofread or “correct” your paper
- Provide you with a “perfect” paper
- Do the work for you

Writing Center Guidelines

1. Each student may have 2 appointments with a tutor per class per week.
2. Students may not have more than one appointment with a tutor per day.
3. If you are 6 minutes late, you will not be allowed to see a tutor and you will be considered a no-show.
4. If you are a no-show, you cannot make another appointment until the following week.
5. If you are a no-show 3 times, you will not be allowed to return to the lab for tutoring for the remainder of the semester.

About the staff

The writing center employs highly qualified senior Writing Tutors who can help students with assessment and specific writing problems at any point in the writing process. Tutors are trained in prioritizing issues in all levels of student writing with the goal of improving the student's skill as a writer. Tutors are evaluated every semester.

Frequently Asked Questions

How many times can I see a tutor about my paper?

-You may see a tutor as many times as twice per week, but at each visit, you will need to discuss a different aspect of the assignment or a new assignment with the tutor.

Can I discuss my paper with a tutor if my instructor hasn't seen it yet? What if I don't even have anything written down?

-Yes, You may bring in a paper that your instructor hasn't seen. And, you are welcome to see a tutor to discuss ideas and how you should begin a paper.

Should I bring my instructor's assignment to the tutorial?

-You don't have to, but it's highly recommended that you do.

What if I miss my appointment?

-You will be blocked out of seeing a tutor for that week. If you miss three appointments during a semester, you will be blocked out for that semester.

Writing Center Hours And Contact Information

2600 Building

760-355-6391

Fall and Spring

Monday—Thursday 8:30 A.M.—7:45 P.M.

Friday—8:30 A.M.—3:00 P.M.

Summer

Monday—Thursday 8:30 A.M.—5:45 P.M.