A GUIDE TO USING DOCTORAL WRITING SUPPORT SERVICES

Doctoral Writing Support reserves the right to revise this document as needed.

Contact:

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RESPONSIBILITIES

Doctoral Writing Support (DWS) personnel serve as writing coaches. Therefore, they will suggest changes but will not make those changes. The student is responsible for implementing any suggestions that are given.

DWS personnel are not responsible for course tutoring. The student is responsible for knowing and understanding the parameters of each assignment.

DWS personnel will review grammar, mechanics, flow, and APA-style formatting in a given document as requested by the student. This review will take place online asynchronously and is not a one-on-one, face-to-face session. The student is responsible for reviewing the content of each document.

DWS personnel are not responsible for the content of the student's work nor are DWS personnel liable for the grades the student earns in any course. DWS personnel are also not liable for a student's progression through the dissertation process.

REQUESTING DWS SERVICES

Students may schedule a one-hour block of writing support per week via the YouCanBookMe site provided below.

YouCanBookMe Link: https://seugraduatewritingsupport-coe.youcanbook.me/

Students will receive a confirmation email from the YouCanBookMe site with a link to a Google Form. This Google Form is where the assignment to be reviewed should be submitted. **All submissions should be Word documents using the .doc or .docx file ending.**

If there is no appointment availability during a given week of a doctoral term, a waiting list request form can be found on the YouCanBookMe scheduling page. Simply complete the form and upload the file for review. If a DWS session becomes available, you will be notified via email by the DWS team member who will be reviewing your submission. Currently enrolled dissertation students will be given priority on the waiting list.

> **Note:** Doctoral Writing Support observes all doctoral program holiday breaks as well as all SEU holiday breaks and university closures.

USING DWS SERVICES: THINGS YOU SHOULD KNOW

Students may sign up for multiple weeks at a time. However, students may only sign up for one hour each week, regardless of course load.

Availability on the DWS calendar will open eight weeks at a time, and the calendar for the next term will open on the Friday of Week 6.

Students must be currently enrolled in a doctoral course at SEU in order to use DWS services.

Assignments to be reviewed must be submitted 24 hours before the scheduled one-hour block. If documents are not submitted at least 24 hours in advance of the scheduled one-hour block, then **the student's appointment will be canceled**, and a waiting list student will be given the appointment.

- Students will receive feedback via email within 24 hours of their scheduled one-hour block.
- DWS personnel will devote one hour per week on a submission. Students will receive feedback on what was reviewed, and the DWS personnel will provide a "stop" mark to indicate when the hour is spent.
- Students may resubmit the same document the following week for re-review or for continued feedback on longer assignments.
- DWS services are not an editing service. Students receive feedback on grammar, mechanics, flow, and APA-style formatting as requested.
- Errors will be pointed out up to three occurrences of that particular error type; students are responsible for checking for repeat errors of that type.
- Feedback will take the form of suggestions in the margins. DWS personnel intend for students to learn from the feedback given and for students' writing to improve as a result of the given feedback.

Please note that DWS appointments take place asynchronously via email. Students will not need to join a phone call or Zoom meeting.

DOCTORAL PROGRAMS IN EDUCATION

Please review the dissertation checklist for your program. The checklist is available in your dissertation course in MyFire and provides guidance as to how students in the doctoral programs in education should use Doctoral Writing Support. For convenience, some highlights are provided in this guide.

- Dissertation proposals are not eligible for DWS review.
- Chapters 1, 3, and 4 may be submitted for review a maximum of two times.
- Chapters 2 and 5 may be submitted for review a maximum of four times.
- Chapters should only be submitted for DWS review after the dissertation chair is satisfied with their contents and quality of writing.

SUBMITTING ASSIGNMENTS FOR REVIEW

All documents for review must be submitted via the Google Form link provided in the confirmation email.

DWS personnel are not liable for technical difficulties that may occur for the student or DWS personnel.

If technical difficulties occur, DWS personnel will communicate with the student as soon as possible to determine if an extended turnaround time will be necessary.

CANCELLATION POLICY

Documents for review must be submitted no later than 24 hours prior to a scheduled Doctoral Writing Support appointment. If a document for review is not submitted within this timeframe, the student's appointment will be cancelled, and a cancellation notice will be sent.

When possible, please cancel appointments no later than 36 hours prior to the scheduled start time. Timely cancellation will allow this appointment time to be offered to another student.

What counts as a "No Show"?

A No Show is considered to be any scheduled Doctoral Writing Support appointment where the student:

- Does not submit the document to be reviewed 24 hours prior to the scheduled appointment.

How do I cancel my appointment?

You can cancel your appointment by:

- Clicking the "Cancel This Booking" link at the bottom of your YouCanBookMe confirmation email.
- Emailing Dr. Cassandra Lopez at cmlopez@seu.edu.

USING DWS SERVICES: A STEP-BY-STEP GUIDE

1. Schedule using our user-friendly YouCanBookMe site (http://seugraduatewritingsupport-coe.youcanbook.me) at least 24 hours before your desired appointment time.
2. Complete the Google Form linked to your confirmation email to submit the document to be reviewed no later than 24 hours prior to your scheduled appointment.
3. Your selected DWS team member will review the document, suggest changes, and return the document to you via email within 24 hours after your scheduled appointment time.
4. Implement suggested changes. ☺