

Writing, Reading, and Language (WRL) Center TP/SS

Quick Reference Guide for Faculty

Student Services

Class Orientations

During the first three weeks of each semester, Center staff conducts 30 – 45 minute orientations on Center policies and software use. With advance collaboration, Center staff can tailor your class orientation to the needs of your syllabus.

Quick Question Desk (QQD)

The Quick Question Desk provides all Center visitors the opportunity to ask a WRL Center tutor an unlimited number of questions to address their concerns. Questions about writing, reading, and English language skills, including grammar and punctuation, are most common, but any question is welcomed.

Tutoring

Drop-In Tutoring provides students an opportunity to spend up to 30 minutes working one-to-one with the first available Instructional Associate or faculty tutor. Together they may review and discuss the student's work on assignments from any class that requires skills in writing, reading, language, or speech.

Group Tutoring provides students who are studying together an opportunity to work with an Instructional Associate or faculty tutor on a common concern or group project.

Student Referrals provide instructors the opportunity to refer struggling students to the WRL Center during the first half of the semester. Faculty referred students usually meet with their tutors once a week over the course of the semester. *Note: the number of referral students accepted each semester is based on tutor availability.* (See "Contact Information" below.)

Reading in the Disciplines provides students with tutoring that focuses on how to strategically approach and read their textbooks.

Appointments provide students an opportunity to work at a scheduled time with a specific Instructional Associate. The student and tutor may review and discuss the student's work for up to 45 minutes. *Note: Appointments are subject to tutor availability.*

Instructional Software Support

The Computer Language Tutorial Lab (CLTL) houses thirty-three computers with software programs and web links to help students develop their skills in

grammar, reading, writing, speech, pronunciation, and foreign languages. If you would like to know the dates and times your students have spent visiting the WRL Center, you may request Center staff to produce a report of each student's time in the Center.

Language Lab Support

The Language Lab is comprised of 26 student workstations and one faculty station. The Lab is equipped with a document reader, projector, **LanSchool**, Internet access, **ReLANPro**, and other instructional software. (Note: priority is given to World Language and Speech courses.)

Workshops

Instructional Associates (IAs) give students hands-on practice with topics such as articles, prepositions, thesis statements, citations, portfolio preparation, in-class essays, and punctuation.

Print Materials

Books and handouts are available for students on topics such as composition, grammar, documentation styles (APA, Chicago, CSE, MLA), punctuation, and various topics on the writing process.

Course Reserves

You may place resources behind the Sign-in Desk so that your students may have access to any materials you want to make available.

Professional Opportunity

Become a faculty tutor!

Each fall semester, the WRL Center hires faculty to tutor students in the Center. If you are interested in becoming a faculty tutor, please complete and submit an "Intent to Tutor Form." (See "Contact Information" below.)

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• Respect for Student Autonomy •

The WRL Center supports the autonomy and privacy of students seeking tutorial services and has found that such conditions contribute to productive sessions. Thus, non-WRL Center tutor session sheets and/or requests for tutors to sign off on a student's work (e.g. initialing exercises and drafts) are not accommodated. However, instructors are encouraged to recommend tutoring to their students and will receive copies of WRL Center tutoring slips via email at the student's request. Instructors may also request proof of attendance for student workshops and/or time spent in the computer lab working on assignments.

Location (The WRL Center is located in the Resource Center, one floor below the Library.)

- **Writing, Reading, and Language (WRL) Center**
7600 Takoma Avenue, RC-105
Takoma Park, MD 20912

Contact Information

- **Front Desk:** 240-567-1556
- **Internet:**
 - **WRL Center Home Page:**
<http://cms.montgomerycollege.edu/WRLC-TPSS>
 - **Student Resources:**
<http://cms.montgomerycollege.edu/WRLC-TPSS/student-resources>
 - **Faculty Resources (Intent to Tutor form):**
<http://cms.montgomerycollege.edu/WRLC-TPSS/faculty-resources>
- **E-mail:**
 - **General Information:**
WRLC.TPSS.General@MontgomeryCollege.edu
 - **Orientations/Computer Classroom Reservations:**
WRLC.TPSS.Reservation@MontgomeryCollege.edu
 - **Student Referrals:**
WRLC.TPSS.Referral@MontgomeryCollege.edu

Hours of Operation

- **Fall/Spring**

Monday – Thursday	8:30 am – 8:00 pm
Friday	8:30 am – 4:30 pm
Saturday	9:00 am – 1:00 pm
Sunday	C L O S E D
- **Summer**

Monday – Thursday	8:30 am – 7:00 pm
Friday	8:30 am – 4:30 pm
Saturday/Sunday	C L O S E D