

ENGLISH/FRESHMAN ENGINEERING WRITING PROGRAM • FALL, '09
FAQ: GENERAL POLICIES

Q. How do I format and submit my papers?

A. Submission and formatting instructions appear on every assignment. Check the assignment and follow all instructions exactly. You may receive further instructions (about archiving an electronic copy of a paper, for example) in class or via CourseWeb. Be sure to pay attention to and exactly follow these further instructions. If you have any questions about formatting or submission, contact your Writing Instructor.

Q. How and when can I contact my Writing Instructor?

A. You can contact your Writing Instructor via his or her email. You will find this email on the 0011 (or 0711) Web site (via the Writing Projects link), and on the evaluation sheet that is attached to every returned paper.

A. Note that while your writing instructor is available to answer questions and to meet with you (by appointment), you must contact your writing instructor in a timely manner. **Writing instructors will take and answer questions about any assignment up until 4:00 of the day before a paper is due.** For Writing Project #1, then, you may contact your writing instructor anytime before 4:00, September 9, and he or she will get back to you reasonably quickly.

Q. What if, because of a genuine emergency, I can't have my paper finished by the time it is due?

A. If, because of a genuinely unforeseeable emergency situation, you are unable to submit your paper by the due date and time, you **MUST contact your Writing Instructor** to inform him or her that you will be submitting your paper late. You and your instructor will then make arrangements for the paper's submission.

A. Please **do not simply hand a late paper in to your 0011 instructor or T.A.—again, you must contact your writing instructor about how and when to submit a late paper.** Papers submitted more than 24 hours after the due date and time will automatically incur a 10-points-off penalty. Papers submitted more than 48 hours after the due date and time will automatically incur a 20- points-off penalty.

Q. Can I come to the Writing Center for help with my papers? What kind of help will I get at the WC? Can I come to the WC without an appointment? How do I make an appointment at the WC?

A. The WC welcomes engineering students. WC consultants have experience working with freshman engineering students on assigned papers. Consultants at the WC will provide advice and guidance towards writing, completing, editing, and proofreading your paper. WC consultants work **with you** to address any questions and concerns you have about any aspect of your writing process and your paper. WC consultants **cannot** actually write any part of a paper **for you; cannot tell you** exactly what to write; **cannot edit or proofread** a paper **for you;** and **cannot** tell you **what the grade for your paper** might be.

A. To use the WC, you can make an appointment at the main site (M-2 Thaw Hall) or the Hillman Library Satellite Site (ground floor, Hillman) via the WC Web site <http://www.english.pitt.edu/writingcenter/> (click on new! schedule an appointment online). Appointments last for 30 minutes and are made on the half-hour (from 2:30-3:00, for example). Check the WC website for up-to-date hours for the main and Hillman sites.

A. **You may make an appointment to see a consultant up until 6:30 p.m. of the day before a paper is due.** For instance, if your paper is due at 2:00 Thursday, September 10, you will not be able to see a consultant at the main site after 5:30 p.m. on Wednesday, September 9. You **CANNOT make an appointment for 11:30 on Thursday, September 10 for a paper due at 2:00 on Thursday, September 10.**

A. The WC tends to be very busy; the sooner you can you can come to the WC for assistance with a paper, the better. If you wait until the last minute to make an appointment, it is possible there won't be a consultant available. For example, if you wait until the evening of Tuesday, September 8, to schedule an appointment to meet with a consultant on September 9 (for a paper that is due September 10), you might find that all September 9 appointment slots are already filled.



Summary of Engineering Writing Program Policies

Check the assignment for paper submission date, time, and procedures. Pay attention to any further instructions in-class or via CourseWeb. Follow these (and all assignment instructions) **exactly**.

Contact your writing instructor via email with any questions. If you are contacting your writing instructor about a paper that is due soon, you must contact him or her about that paper **before 4:00 p.m. of the day before** the paper is due.

If an unavoidable emergency situation causes you to submit a paper after the due date and time, you **MUST contact your Writing Instructor to arrange for a late submission**. Points are deducted for lateness.

The Writing Center <http://www.english.pitt.edu/writingcenter/> is available to provide assistance with any aspect of your writing process and product, but you must come to the WC before the last minute. WC main site appointments must be made for **not later than 6:30 the day before a paper is due**, and if you wait until the last minute to schedule an appointment, there may be no appointments available.