

## **Writing and Tutorial Center**

**North Hall 101 / (718) 636-3459 / [wtc@pratt.edu](mailto:wtc@pratt.edu)**

**Mon-Thurs 10am-8pm / Fri 10am-5pm**

**Director: Randy Donowitz ([rdonowit@pratt.edu](mailto:rdonowit@pratt.edu))**

**Assistant to the Director: Brian Cook ([bcook@pratt.edu](mailto:bcook@pratt.edu))**

The Writing and Tutorial Center is a multi-faceted writing lab that offers academic support to all current Pratt students regardless of program or status.

### **Services of the WTC**

The primary service offered by the WTC is one-on-one tutoring. These hour-long sessions generally begin with a conversation between the tutor and student regarding the specifics of the student's assignment. Tutors ask that students always arrive at their session with a printed draft of their paper, a clear understanding of the assignment, and a physical copy of the assignment sheet if possible.

Depending on the student's particular needs, the tutor might read the provided draft to get a sense of the student's strengths and weaknesses before discussing them. Other times, a tutor might scan the student's text, then ask the student to verbally explain their ideas. The foremost aim of the tutor is to help the student make structural and organizational changes, target particular areas that require clarified analysis, locate missing support, and address questions of writing style, voice, audience, citation methods, and finally, English language usage and grammar.

Tutors ask that the students make appropriate changes to their work themselves, pen-in-hand, throughout the session. Most tutoring sessions are only long enough to address between one and five pages of written work, unless the draft is already in an advanced stage of development. Students and instructors should not assume that a student will leave a single tutorial session with a flawless paper - additional appointments to continue working on their writing are often encouraged.

The second-most common service offered by the WTC is thesis tutoring, which is available to master's students across the institute. We require thesis students to schedule weekly appointments that run throughout the semester, in order to tackle large-scale organizational and formal concerns specific to their particular theses. While tutors are generally fluent in a variety of art and design related topics and department-specific thesis formatting, it is always the prerogative of the thesis tutor to assist students with their *writing*, more than the content of the thesis itself.

Additionally, the WTC offers a limited number of appointments with tutors who specialize in art history, as well as "conversation sessions" to help non-native English speakers increase their verbal fluency.

## Frequently Asked Questions

### **Can I send my student to the Writing Center to have their papers edited?**

Yes and no - we are not a proofreading service. Students must be fully engaged in the work-shopping of their written work. Tutors will help guide students through the editing process, focusing on issues of clarity and organization first, before attending to sentence level detail. How far they get depends on the student, the assignment, and how often the student visits the WTC.

### **How can a student schedule an appointment?**

Students are welcome to schedule in-person at our office in North Hall 101, call us at (718) 636-3459, or message us at [facebook.com/prattwritingcenter](https://www.facebook.com/prattwritingcenter). Students are entitled to an hour-long appointment each week, though sometimes it is possible to get additional time depending on availability. Appointments fill up fast, so students that feel the need for extended help should schedule as early in the semester as possible to ensure that space is available. There are three main types of appointments:

- 1) **Regularly scheduled weekly appointments** where the student meets with the same tutor at the same day and time throughout the semester. This is the ideal situation for students with significant challenges and/or larger extended projects. (*Weekly appointments are required for thesis students.*)
- 2) **One-time only appointments** are for students with shorter assignments and those who don't need extended skills building work. These are scheduled in advance and additional appointments may be scheduled if necessary.
- 3) **Walk-in tutoring** is sometimes available, but should be a last resort. Students can try to walk-in without an appointment and see if someone is available to help, but this the least effective way to use the WTC and is discouraged.

### **Can I require my students to schedule appointments?**

In general, tutorial centers function more effectively when they are voluntary spaces. Students that come willingly are always more receptive to feedback and are more committed to improvement. We encourage you to identify students that you feel need help early and suggest they meet with our tutors.

It is possible to make regular attendance at the WTC a requirement for a student at risk of failing your course, but it is recommended that you contact us first so that we can best accommodate their needs.

If you are interested in having the writing needs of an entire class addressed, please reach out to us directly and we can discuss the best strategies to do so. Without giving us prior notice, it may not be possible to accommodate large numbers of students by a specific deadline.