

## **The Writing and Language Center @ CAPS**

Fall 2011: August 28 – December 9

**HOURS AND LOCATIONS ON REVERSE**

CAPS is closed: Labor Day Weekend September 3<sup>rd</sup>-5<sup>th</sup>, Fall Break October 13<sup>th</sup>-16<sup>th</sup>, Thanksgiving November 24<sup>th</sup>-27<sup>th</sup>

***Working on a paper? A letter of intent? A thesis proposal? An essay exam? A group project? Striving towards fluency in a second language?***

The Writing & Language Center supports literacy, language learning, and writing in the disciplines at UNM. The Center offers free services that support UNM writers and language learners in a positive, relaxed environment.

### **WRITING DROP-IN LAB**

Come write with us! Bring your own computer or work on one of ours—the Lab is a place for writing. Writing tutors, as well as other students, will be close by if you'd like help, clarification, assistance, or just someone off of whom to bounce ideas.

The Writing Drop-in Lab offers writing support for all UNM courses, as well as for application writing. The Spanish Writing Drop-in Lab, offered in collaboration with El Centro de la Raza, offers writing support for all UNM courses in which Spanish is the primary language of instruction. Working on a group project? The drop-in lab is a great place to hold your meetings.

### **WORKSHOPS AND CONVERSATION GROUPS**

Every semester, the Writing & Language Center offers workshops on the following topics: Statements of Thesis, Prewriting, Organization, Incorporating Sources, and Revision. Additional topics related to writing and language are offered each semester as well. If you're interested in seeing a particular workshop topic offered, either for all UNM students or within a particular course, please contact CAPS using the contact form at <http://caps.unm.edu> → "[Contact CAPS](#)".

CAPS also offers language conversation groups, designed to give you practice speaking the language in a low-stakes, tutor-facilitated setting. Currently, groups are in place for Arabic, English (ESL), French, Italian, Japanese, Navajo, Portuguese, Russian, and Spanish.

### **INDIVIDUAL TUTORING**

Interested in working with a tutor more intensively? You may schedule a 25- or 50-minute one-on-one appointment to meet with a writing or language tutor at Zimmerman library, from Monday until Friday.

**Writing** · Come to your individual appointment with all of the material that you have related to the assignment.

**Language** · CAPS offers individual appointments for students enrolled in UNM courses in Arabic, Chinese, German, Greek, Latin, French, Italian, Japanese, Portuguese, Russian, Spanish, and Swahili. Language tutors can also work on writing in the target language.

**ESL** · ESL students can receive support related to mastering English as a language of speaking and writing in a university setting.

### **THE OWL AND ADDITIONAL ONLINE RESOURCES**

The CAPS website offers a variety of online tutoring, learning, and academic resources, as well as options to submit papers in either English or Spanish to the Online Writing Lab (OWL). In the OWL, tutors read submissions and comment on a variety of writing issues, from organization and thesis statements to grammar and spelling. In the Virtual Tutoring Lab (VTL), writing tutors are available for live chat on issues related to writing.

## HOURS AND LOCATIONS

### DROP-IN LABS:

Writing Drop-in Lab (English)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Zimmerman Library, 3 <sup>rd</sup> Floor		9:00a – 7:00p	9:00a – 7:00p	9:00a – 7:00p	9:00a – 7:00p	9:00a – 2:45p	12:00p – 4:00p
Student Support & Services Center (SSSC)	6:00p-9:00p	6:30a-9:00a, 6:00p-9:00p	6:30a-9:00a, 6:00p-9:00p	6:00-8:00p	6:30a-9:00a		
Writing Drop-in Lab (Spanish)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mesa Vista Hall (MVH) in El Centro (1157)		10:00a – 4:00p	10:00a – 1:30p, 2:00p – 4:00p	10:00a – 4:00p	10:00a-12:00p, 1:00p-4:00p		
Student Support & Services Center (SSSC)	6:00p-9:00p		6:30a-9:30a	6:30a-9:00a, 6:00p-9:00p	6:30a-8:30a		
Writing VTL (Virtual Tutoring Lab)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<a href="http://caps.unm.edu">http://caps.unm.edu</a> → <a href="#">On line Services</a> → <a href="#">VTL</a>			9:00a – 11:00a		9:00a – 11:00a	9:00a – 10:30a	
Navajo	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mesa Vista Hall (MVH) in AISS (1119)		1:00p-5:00p	11:00a-12:00p, 2:00p-5:00p	1:00p-5:00p	10:00a-12:00p, 2:00p-5:00p	1:00p-2:30p	

### OTHER SERVICES:

Individual Appointments (Writing, Languages)	Zimmerman Library, 3 <sup>rd</sup> Floor	Call CAPS at 277-7205, or visit the CAPS front desk on the third floor of Zimmerman Library, to schedule an appointment.
OWL (On-line Writing Lab)	<a href="http://caps.unm.edu">http://caps.unm.edu</a> → <a href="#">On line Services</a> → <a href="#">OWL</a>	The OWL is available 7 days/week. Please allow 48 hours for a response.
Workshops		Each workshops is generally offered twice per semester, and additionally as requested. Visit <a href="http://caps.unm.edu">http://caps.unm.edu</a> → “ <a href="#">Workshops</a> ” for the current workshop schedule.
Language Conversation Groups		Conversation groups occur weekly, beginning in the third week of the semester. Visit <a href="http://caps.unm.edu">http://caps.unm.edu</a> → “ <a href="#">Languages</a> ” for the current group schedule.

### What to expect in an appointment or lab session

The goal of all tutors in the Writing & Language Center is to provide you with tools that will enable you to work independently. In writing appointments and lab sessions, tutors will generally try to steer the discussion towards 'deeper' issues, such as organization, thesis, and argumentation instead of simply focusing on 'surface' issues, such as spelling and grammar. For language sessions, the focus is your on-going development towards fluency.

For an individual appointment, please come prepared with the assignment guidelines, any drafts or notes, and specific questions for the tutor. Expect to focus on one or two issues per session and no more than one writing assignment per session.

For the Writing Drop-In Lab, no preparation is necessary. Wherever you are in your project, come on in: CAPS tutors will be close by if you'd like some guidance.

**\*All Hours Subject to Change\***

If you need a special accommodation to participate fully in this program/event, please contact the CAPS staff at 277-7208. Please allow sufficient time to arrange the accommodation, as we will often have to coordinate efforts with other departments on campus.

Updated 1/20/2011