



Writing Center Group Consultation Policy

Due to space restrictions at the Writing Center and the growing number of group projects, our staff has revised its group consultation policy.

We now recommend two ways that students can utilize the Writing Center when they are working on group projects:

- group members can attend a single appointment, or
- one individual can represent the group and attend a single appointment.

Here is our policy for group members who attend a single appointment:

- 1) Book a study room upstairs in Davis Memorial Library so that the consultant and the group members can talk openly and privately. Follow this link to book your study room: <http://libcal.methodist.edu/booking/study>.
- 2) Include the study room information in the appointment reservation information so that the consultant knows where to meet.
- 3) Make sure that all group members are aware of the appointment information.
- 4) Bring appropriate materials such as a hard copy of the project, the instructions for the project, and any materials group members need to help the consultant direct them in their project.
- 5) Remember that consultants make suggestions but will not edit the work itself.
- 6) Be sure to make multiple appointments because group projects are usually lengthy, and it is unlikely the entire project can be discussed during a single 45-minute appointment.

Here is our policy for one individual who represents the group and attends a single appointment:

(PLEASE NOTE: Though we gladly work with individuals on their group projects, we have found that it is less effective for only one group member to hear consultant suggestions and recommend, when possible, that all members be present so that the assignment will not seem disjointed.)

Each group member should

- 1) make his or her own appointment and should clearly state in the appointment reservation that the consultation will concern a group project.
- 2) bring the assignment instructions, all related materials, and the work he or she has written as part of the project.
- 3) book as many follow-up appointments as he or she thinks will be needed.

The Writing Center

The group leader should

- 1) bring, if possible, the compiled project to the Writing Center after all or most of the group members have met individually with a consultant. Keep in mind that a large project will necessitate multiple appointments.

REMEMBER FOR ALL APPOINTMENTS: Book your Writing Center appointments early to avoid disappointment! And if you have any questions, please visit the Writing Center, located at Davis Memorial Library, room 111, call us at 630-7264, or write to us at writingcenter@methodist.edu.

We look forward to working with you and helping you with your group writing projects!