

APPENDICES

Cal Poly University Writing Lab

The University Writing Lab, **located in the Erhart Agriculture Building (10), room 138**, is a free resource for all students at Cal Poly. The lab is open five days a week beginning week two of each quarter and ending week ten. In the lab, tutors help students become more efficient writers by identifying and addressing the strengths and weaknesses of written materials.

Lab tutors are trained to assist you in:

- Generating and organizing ideas
- Creating a writing process
- Focusing thoughts
- Identifying a thesis
- Developing topics
- Writing across the university (e.g. lab reports, research papers, literary analyses, senior projects)
- Fulfilling the Writing Proficiency Exam (WPE)
- Reviewing grammar and punctuation

The lab is staffed by paid graduate and undergraduate students trained through coursework and tutoring workshops. Keep in mind that writing lab tutors do not proofread or edit papers. You can bring in a draft of your paper at any point in the writing process to review with a tutor. Plan to spend at least 15 minutes per tutoring session. Before meeting with a tutor, identify at least two problem areas you would like to discuss.

If you are enrolled in ENGL 103 concurrently with ENGL 134, you will receive information about the course during the first week of the quarter. The course requires that you work in the writing lab for no less than one hour each week. Failing to do so will prevent you from receiving credit for ENGL 134.

Current hours and information about the university writing lab are available at the website <<http://www.calpoly.edu/~wrtskils/writlab/>>.