

Writing/ePortfolio Studio

Littera scripta manet. The written word endures.

Where We Are

Harris Hall, Room 113

Contact Us

WEPS@vsu.edu

Telephone: 804-524-5230 (office)
804-524-5833 (office)
804-5245291 (fax)

Who We Are

We are experienced, knowledgeable, and challenging *readers*; trained writers and teachers of writing; engaged, interested, and ready to assist you in developing your writing projects.

When We Are Available

Monday – Thursday 8:00 a.m. – 6:00 p.m.*

Friday: 8:00 a.m. – 4:00 p.m.**

*No new appointments will be taken after 5:30 p.m.

**No new appointments will be taken after 3:30 p.m.



What We Do

The Virginia State University Writing/ePortfolio Studio (WEPS) is here to assist the entire VSU community, including all undergraduate and graduate students, faculty, and staff in any stage of the writing process on any writing project.

The Writing Studio houses a variety of print resources: dictionaries, thesauri, technical writing guides for writing in various disciplines, and a computer lab equipped with DreamWeaver software for the use.

We provide a welcoming environment to support your development as a more confident writer.

What We Do For You

We offer one-on-one support as well as 24 hour online support through  tutoring and writing services. Students are encouraged to schedule appointments to receive one-on-one support or to get oriented with the  software. Walk-ins are accepted if consultants are not serving patrons with appointments.

What We Won't Do

We will not edit your paper while you wait. The WEPS does not provide a drop off service)!

Spell check (hint: there's a little red underline).

Proofread, edit, or rewrite your writing projects.

Provide assistance with take-home exams or legal documents.

Argue with you or your professor if you do not receive the grade you want on a project.



While we offer the option of sharing information about your session, that is only done with your express consent. We will not compromise the confidentiality of your session by discussing it or the contents of your assignments with other tutors or studio visitors.

Writing Studio Protocol

1. Help us help you! Bring all materials that you will need to develop, discuss, and prepare your assignment. That may include the assignment sheet provided by your instructor, a typed copy of your draft, copies of articles or essays discussed in your draft, and a media storage device to save any revisions you make in the WEPS.
2. Please disable all noisemaking features on your electronic devices upon entering the WEPS. That includes cell phones and mp3 players.
3. Please maintain respectful academic decorum in the WEPS: refrain from wearing clothing that reveals undergarments; maintain a reasonable speaking volume so as not to distract other patrons; gentlemen, please remove hats (doo rags) upon entering the WEPS; and no open food or beverages are permitted in the WEPS.

Consultants (tutors and other WEPS personnel) reserve the right not to serve patrons who fail to comply with these regulations.

For Faculty

1. Please do not use the Writing/ePortfolio Studio punitively or as an extra credit assignment. Students often view the Writing/ePortfolio Studio as a remediation or “fix-it” shop and such assignments can discourage them as well as undermine our goal of helping patrons develop into independent and responsible thinkers. Referrals, however, are welcome and encouraged. Please use our Faculty Referral Form. *****provide link to form [HERE](#)*****
2. Invite us over! We can spend a few moments with your students explaining our purpose and the services we offer. To schedule a class visit, please stop in (Harris Hall Room 113E) or email us at WEPS@vsu.edu.
3. Bring your class for a visit. We like to offer workshops early in the semester to introduce students to the WEPS, to Blackboard ePortfolio Tool, and to our  software. A consultant will explain our one-on-one services and guide students through the process of accessing and using . To schedule a visit, please stop in (Harris Hall Room 113E) or email us at WEPS@vsu.edu.
4. Spread the word! Provide a link to the Writing/ePortfolio website on your Blackboard homepage and mention us in your syllabus to reinforce to students that we are here and ready to help!

Appointment Policies

1. Appointments are made on the hour and half hour.
3. Plan to work on one assignment per session.
4. If you cannot keep your appointment, contact the WEPS Administrative Specialist at 804-524-5833.
5. Patrons who arrive more than 10 minutes late for an appointment forfeit their appointment and may reschedule for a later time.

FAQs

1. My instructor suggested I come here. I'm here. Now what?

First of all, welcome! Your first stop should be at the receptionist desk where you will make an appointment to meet with a consultant (tutor). When you come for the appointment, bring the assignment sheet your instructor provided and any additional information describing the assignment and a draft of the work you have completed. Together you and your consultant (tutor) will discuss your concerns and begin to develop your assignment. A writing is rarely completed from start to finish in a single session so be prepared to do some work outside the studio and/or schedule a second appointment.

2. Will you tell my instructor that I was here?

Only if you would like us to. The Writing/ePortfolio Studio respects your privacy and will not share the contents of your session with any other consultant or patron without your express permission.

3. Do you accept walk-ins?

Yes. It is best, however, to make an appointment as appointment holders receive priority.

4. How do I make an appointment?

Appointments can be made in person or by phone.

5. What if I miss my appointment?

Please let us know as soon as possible so that your consultant can accommodate other patrons.


6. Can I select the tutor who will assist me?

Yes. If that tutor is not available at that time, you may schedule your appointment for a different time or schedule with a different tutor.

7. How long does a session last?

Sessions last between 30 and 45 minutes.

8. Can I access from my laptop, library or home computer?

Yes. As long as you have access to Blackboard on any computer, you may use the  feature.

9. I have a project due in an hour; could someone take a quick look over it for me?

No. The Writing/ePortfolio Studio considers writing a process not a product; therefore, the WEPS cannot provide effective service in keeping with our philosophy by “looking over” papers in their final stage.

10. All the other labs are full. May I come in and use the Studio computer lab?

No. The computer lab in the Writing/ePortfolio Studio is for the use of WEPS patrons only.

11. Can I print my project?

Yes—if you are printing the project in preparation for—or following—a session in the Writing/ePortfolio Studio. The computer lab (the WEPS Design Room, 113A) in the Writing/ePortfolio Studio is for the use of WEPS patrons only.

12. Can the Writing/ePortfolio Studio guarantee that I will get a good grade?

No. The Writing/ePortfolio Studio does not provide grade guarantees.

13. How much does all of this cost?

All of the services provided in the Writing/ePortfolio Studio are FREE.

14. Are you open on weekends?

No. The Writing/ePortfolio Studio does not currently host patrons on weekends; however, we are open until 4:00 p.m. on Fridays and Smarthinking, our online tutorial services, is available twenty-four hours a day.

Useful Links

Common Essay Assignments

Analysis	Definition
Argument	Description
Classification	Narrative
Comparison-Contrast	Persuasion

Project Development

APA Style Sheet	Generating Topics
Chicago Style Sheet	How a Thesis Works
MLA Style Sheet	Outlining and Organizing
Evaluating Outside Sources	
Five Features of a Fantastic Portfolio	

Grammar

Apostrophes
Commas
Fragments
Run-Ons

Forms

Writing/ePortfolio Contact Form	Writing/ePortfolio Faculty Referral Form
WEPS Service Survey	Writing/ePortfolio Studio Orientation Request Form
WEPS Tutorial Log	