Writing Appointments

What to do before/during your consultation:

1. **Submit your paper and rubric in advance (ideally at least 12 hours)**. You can attach documents to your appointment reservation in [WCOnline](#), email them to sg-cas@umd.edu, or drop them off at the CAS front desk. This gives your consultant more time to prepare.
2. **Bring your USG ID.**
3. **During your appointment, ask questions!** If you have any specific questions or concerns about your paper, or if you are confused or do not understand something that the counselor is saying, make sure to clarify.
4. **Follow up.** If necessary, you may want to bring your paper back in for further feedback after you have revised it. CAS is more than happy to work with you at any stage of the writing process, and more than one revision is often needed to produce a quality paper.

Policy Guidelines for Writing Appointments

- Students may schedule two writing appointments per week (one paper per appointment).
- Appointments are 30 minutes long and include consultant prep time and discussion of paper.
- Consultants will review up to 10 double-spaced pages. For longer papers, students are encouraged to mark smaller sections for the consultant's attention.
- For take-home exams, students must have written permission from the professor to ensure we maintain academic integrity. Without this permission, CAS staff will not be able to provide feedback on an exam.
- We can email proof of the appointment to your professor. To request this, provide your consultant with the professor's email address at the time of your appointment.

Online or Phone Tutoring for Papers

Not on campus? Want feedback on your papers? Send your paper to us via e-mail, and we can consult with you remotely by video (through WCOnline) or by phone.

How to use Online or Phone Tutoring

1. Select the option for an "online" appointment in WCOnline.
2. Please consider that the counselor will need time to review your paper prior to the virtual appointment, so sending the paper in advance is even more important.
3. Check your technology ahead of time. If you're planning to do an online appointment, make sure your web cam and speakers are working.
4. When it is time for your appointment, be prepared with a copy of the paper. We recommend you be in a distraction-free environment where you are able to take notes and follow along with the tutor's comments.

If you have any questions about Online or Phone Tutoring, please contact us at 301.738.6315 or sg-cas@umd.edu.