

Resources for Faculty

CMU Writing Center: Sample Syllabus Language

Below are two samples of syllabus language that would include Writing Center support as part of your class. Feel free to adapt these to meet your specific expectations. Of course, **if you are going to require any student to use the Center, that requirement and its potential consequences need to be stated explicitly in your syllabus.** If these do not meet your needs, we can work with you to develop different language. Also, if you expect (or require) your students to use the Center, we appreciate having a copy of the assignment guidelines and the due date so that we can plan accordingly. Please email information to: writcent@cmich.edu; for questions or additional information on services contact or email MaryAnn Crawford, crawf1ma@cmich.edu.

Sample 1: As encouraged but optional, with instructor reserving the right to require individual students to make and attend sessions based on individual need.

Because writing is such an important part of a college education, CMU provides free writing center support to all CMU writers, at any stage of the process, from brainstorming to final editing, and for any class. I encourage you to attend regularly on your own. However, if I find that you have specific difficulties in writing that would benefit from additional feedback, I may **require** you to go to the Writing Center as part of this class. If this occurs, I will talk with you about the details of what I expect and the consequences of not meeting this requirement.

Center sites: **Park Library 400** (x2986): Sun. 5 p.m.-9:00 p.m., Monday-Thurs. 9 a.m.-9 p.m., Fri. 9 a.m.-1 p.m.; **Anspach 003** (x1228): Mon.-Thurs. 9 a.m.-4:00 p.m., Fri. 9 a.m.-1:00 p.m.; **Towers Wheeler basement** (x1002): Mon.-Thurs. 1 p.m.-4:00 p.m., 6 p.m.-9:00 p.m. Because the Center gets busy, it helps to go well before assignments are due; be sure to take your draft and guidelines with you.

Sample 2: As a flexible but required part of a class.

Because writing is such an important part of a college education, CMU provides free writing center support to all CMU writers, at any stage of the process, from brainstorming to final editing, and for any class. I encourage you to attend regularly on your own, but I am also **requiring** you to attend **two sessions** as part of this class: one in the first six weeks, one in the next six weeks, at any of the three sites.

Center Sites: **Park Library 400** (x2986): Sun. 5 p.m.-9:00 p.m., Monday-Thurs. 9 a.m.-9 p.m., Fri. 9 a.m.-1 p.m.; **Anspach 003** (x1228): Mon.-Thurs. 9 a.m.-4:00 p.m., Fri. 9 a.m.-1:00 p.m.; **Towers Wheeler basement** (x1002): Mon.-Thurs. 1 p.m.-4:00 p.m., 6 p.m.-9:00 p.m. Because the Center gets busy, it helps to make appointments well before assignments are due and to go early in each six-week period; be sure to take your draft and guidelines with you. Your Writing Center sessions count as part of your participation grade.