

GSSC Writing Studio Procedures

These instructions apply to graduate students working on Master's Theses, Master's Reports or Dissertations only. For assistance with all other writing—for graduate or undergraduate courses—go to the Write Place website (www.aamu.edu/writingcenter).

Advisors for graduate students who are preparing Master's Thesis, Master's Report or Dissertation documents for submission in fulfillment of graduation requirements should submit students' documents to aamu_reviewer@aamu.edu or thesisdissertation@aamu.edu **at the beginning of the student's writing process and early**—prior to Graduate School submission deadlines. The purpose of the GSSC Writing Studio is to assist graduate students with their writing, not just to edit students' completed work.

GRADUATE STUDENTS

Here are the steps for acquiring a faculty tutor:

1. A draft of your document must be submitted to the AAMU Reviewer by your advisor. *(Note: if you are working on a class assignment and not a Master's thesis, report or dissertation, go to the Write Place web page to book an appointment.)*
2. You will, then, receive an email notifying you of the faculty tutor to whom you've been assigned. Faculty tutors work with graduate students to help you make your thesis, report or dissertation clear and compliant with expected standards.
3. Faculty tutors and graduate students arrange tutoring appointments according to their schedules.

THE TUTORING PROCESS

- Faculty tutors should instruct graduate students to email their documents before scheduled appointment along with any questions or concerns that they may have.
- At the initial meeting, a graduate student and faculty tutor should establish a plan for present and future sessions. **This plan should provide graduate student with an expectation for the kinds of services that will be provided.**
- Session plans should take into account: upcoming deadlines, advisor or committee directives and day/time limitations.
- These sessions are intended to help graduate students with their writing process. Graduate students will provide insight and understanding of subject-matter.
- Appointments should be no longer than an hour and no more than twice in one week.
- Faculty tutor and graduate students must either meet on AAMU campus—in LRC or The "Write Place"—or via Zoom. *(Due to COVID-19 restrictions, all sessions will be virtual until further notice.)*

Document Submissions

1. Graduate students should submit their documents (see below for submission process) according to the School of Graduate Studies submissions deadline calendar for the current semester (see submissions emails below).
2. With each submission, graduate students MUST indicate in subject line that the document is either a “first submission,” “second submission,” etc.
3. Faculty tutors may advise graduate students to discuss aspects of their document with their advisors.
4. Unless circumstances necessitate a change, each faculty tutor will work with the same graduate student until their document is ready for 2nd Review.

I. When a graduate paper is ready for SECOND REVIEW

When faculty tutor determines that all of the major issues in a paper have been addressed their document is ready for 2nd review submission:

1. Faculty tutor will forward the student’s documents to Writing Center Director
2. Writing Center Director will forward the student’s document to a new faculty tutor for 2nd REVIEW.
3. The 2nd Reviewer will notify student that their document is under review and give them a time period within which student can expect to hear back from reviewer.
4. The 2nd Reviewer is only looking for grammatical and structural discrepancies.
5. When 2nd Reviewer is finished marking up the 2nd Review document, he/she will send the document back to the student and cc Writing Center Director.

***If document is approved for final submission go to section II

***If document returned as “revise and resubmit” go to section III

***If there is any discrepancy with document approval, notify Writing Center Director and GSSC Director

II. When the document is approved for FINAL Submission.

Graduate students must:

1. Email revised document to advisor
2. Request NEW Master's Report or Thesis/Dissertation submission form (available on Graduate Studies web page or from advisor)
3. Obtain advisor's signature on new form
*upon review of student's document, **advisor will submit document** to aamu.reviewer@aamu.edu or thesisdissertation@aamu.edu

Faculty tutor (2nd Reviewer):

1. You will receive an email from Writing Center director requesting that you review document and sign the final submission form*.
2. Email the submission form along with final approved document to:
 - aamu.reviewer@aamu.edu or thesisdissertation@aamu.edu
 - cc student, advisor, department chair, Taynetta O'Neal and Dr. Roper
 - Subject line in email should include: student first and last name— FINAL SUBMISSION and add attachments (student document and submission form signed by 2nd reviewer)

***Submission forms for Master's Thesis and PhD Dissertations:** please note, there is a different form for students who must do a Master's or Dissertation defense. The form will have "pre-defense" and "post defense" boxes. A 2nd reviewer may get the document back for review after the student's defense if revisions are required by the committee. However, the reviewer should only look at the sections that were changed, not the whole document.

III. When the document is returned for revise and resubmit

- The student must make the necessary edits then re-submit to 2nd Reviewer
- Correspondence between graduate student and 2nd Reviewer will continue until the document is approved for final submission
- When document is ready for final submission follow steps in section II

- If there is a problem between 2nd Reviewer and graduate student that prevents the document from being approved, 2nd reviewer should email GSSC Director (and cc Writing Center Director).

*****The final decision for when a reviewed document is acceptable for student to be cleared for graduation is made by the advisor and the graduate dean. *****

Submission email:

Master's Report – aamu.reviewer@aamu.edu

Thesis/Dissertation- thesisdissertation@aamu.edu

Writing Center Director

Kem.roper@aamu.edu

GSSC Director

Taynetta.oneal@aamu.edu