

# GSSC Writing Studio Procedures

Graduate students will be assigned to faculty tutors in a number of ways and may need assistance with early, middle or late drafts of their documents. Some students are sent by advisors, some come in on their own and some are assigned to you after their document has been submitted to the graduate school for review.

## Appointments

1. Appointments will be made after your initial document has been submitted to the AAMU Reviewer. In the event of classroom writing assignments please contact the Director of GSSC or Director of Writing Center.
2. After an appointment is set, faculty tutors receive a notification email.
3. Faculty tutors must respond to student email within 24 hours to either confirm the appointment or re-schedule if there is a conflict.
4. Subsequent appointments will be worked out between faculty tutor and graduate student.
  - At the initial meeting, 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.**
  - These sessions are intended to help graduate students with their writing process. Faculty tutors will assist graduate students to make their documents clear and complete. Graduate students will provide insight and understanding of subject-matter.
  - Faculty tutors should instruct graduate students to email their documents before scheduled appointment along with any questions or concerns that they may have.
  - Session plans should take into account: upcoming deadlines, advisor or committee directives and day/time limitations.
  - 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.

## 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> REVIEW.
3. The 2<sup>nd</sup> 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 2<sup>nd</sup> Reviewer is only looking for grammatical and structural discrepancies.
5. When 2<sup>nd</sup> Reviewer is finished marking up the 2<sup>nd</sup> 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](mailto:aamu.reviewer@aamu.edu) or [thesisdissertation@aamu.edu](mailto:thesisdissertation@aamu.edu)

### Faculty tutor (2<sup>nd</sup> 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](mailto:aamu.reviewer@aamu.edu) or [thesisdissertation@aamu.edu](mailto: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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> Reviewer
- Correspondence between graduate student and 2<sup>nd</sup> 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 2<sup>nd</sup> Reviewer and graduate student that prevents the document from being approved, 2<sup>nd</sup> 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](mailto:aamu.reviewer@aamu.edu)

Thesis/Dissertation- [thesisdissertation@aamu.edu](mailto:thesisdissertation@aamu.edu)

**Writing Center Director**

[Kem.roper@aamu.edu](mailto:Kem.roper@aamu.edu)

**GSSC Director**

[Taynetta.oneal@aamu.edu](mailto:Taynetta.oneal@aamu.edu)