

9 Campus Services

This chapter explains some of the services on Xavier's campus useful to writing instructors.

9.1 Writing Center

The purpose of the Xavier University Writing Center is collaboration with students in order to facilitate their engagement with the writing process--from brainstorming ideas to proofreading the final draft. By enlisting the students' active involvement in this process through individual conferences, useful writing handouts, and computer exercises, the staff encourages them to understand their writing strengths and weaknesses. Using the approach of facilitator, Writing Center staff members try to avoid the "fix my paper" answers that may lead to well-written essays but leave students with little or no knowledge about their writing skills or how to improve them. Therefore, the Writing Center staff's goal is to produce better writers who will compose well-developed, well-structured, coherent papers.

The following list includes some of the services provided by the Xavier University Writing Center:

- Tutorial conferences in general or specific areas of the writing process.
- Handouts covering nearly every phase of writing.
- Assistance with resumes, cover letters, applications for graduate school and internships.
- Assistance with preparation for the writing segment of sophomore competency exam.
- Mini-course on accessing and researching the World Wide Web.
- Online writing assistance through XU OWL.

Xavier's Writing Center staff consists of professional and peer tutors who work with individual students to help them understand and use the basic principles of effective writing. Within the guidelines of writing center pedagogy, each tutor brings a unique style to assisting these students. In addition, staff members are constantly upgrading their tutoring skills, whether in computer technology, composition theory, or writing center ethics.

Location

Administration Annex, Room 105

Fall and Spring Hours

Monday thru Thursday--9am-8pm

Friday--9am-5pm

Saturday--9am-2pm

Sunday—CLOSED

Web Page

<http://xavier.xula.edu/~ghenry>

Writing Center Referrals

English 0990 students are required to meet with a Writing Center tutor on a weekly basis (see Chapter 4 English 0990). A member of the Writing Center staff will meet with each English 0990 class and explain to the students how to make an appointment and what to expect from their meetings with tutors.

Instructors can also require students to receive tutoring from the Writing Center. Using the Student Referral Form available from the Writing Center, instructors can identify particular writing problems they would like students to work on. The Writing Center will send the instructor reports on student progress and attendance which can be tied to student grades, if the instructor wishes (e.g., in order for a student to be eligible to rewrite an assignment for a different grade, the instructor must receive an update from the Writing Center on the student's revision process). A copy of the referral form can be found in the Appendix (Chapter 11).

XU OWL

The primary purpose of Xavier University Online Writing Lab (XU OWL) is to extend the Writing Center's services to cyberspace where more Xavier students are using online resources night and day in computer labs, in the library, and in their dorms as they write informal essays or detailed research papers. With increasing utilization, an OWL supplements and expands assistance to an even larger audience who may not have access to or may not want to use a traditional writing center. Therefore, XU OWL provides helpful writing handouts and links on the World Wide Web to any writer using the Internet. It also facilitates cyber research by bundling links to scholarly sites in several disciplines. Ultimately, XU OWL unites the Writing Center's goals of improving writing skills and expanding the use of scholarly cyber resources. The XU OWL can be accessed at <http://xavier.xula.edu/~ghenry/owlindex.htm>

9.2 Campus Computer Labs

The Information Technology Center (ITC) operates seven (7) open computing labs with a total of 200+ computers available to any Xavier student with a valid ID. Most of these labs feature Internet access. A partial list of locations and times is featured below. More information can be found at http://www.xula.edu/itc/facilities/open_labs.html

Computer Lab	Location	Computers	Times
Resource & Mentoring Center (RMC)	Library 1 st Floor	PC & Macintosh	Monday – Sunday Evening hours
Center for the Advancement of Teaching Lab	Library 5 th Floor Rm. 532B	PC & Macintosh	Monday – Friday 9am-4pm
NCF Science Complex Lab	NCF Rm. 205	PC	Monday – Sunday Evening hours
Xavier South Lab	XS Rm. 355	PC	Monday – Friday Some evenings
Writing Center	Adm. Annex Rm. 105	PC	Monday – Saturday Some evenings
Math Tutoring Lab	Adm. Rm. 323A	PC- no internet Math software	Monday – Friday 9am – 5pm
College of Pharmacy Lab <i>Pharmacy students only!</i>	Pharmacy Bldg. Rm. 201	PC	Monday – Saturday Some evenings

9.3 Center for the Advancement of Teaching

The Center for the Advancement of Teaching coordinates faculty development initiatives at Xavier University and is an interdisciplinary, collaborative academic unit that seeks to focus the University's efforts. Its work is aimed at advancing the art of teaching at all levels, creating opportunities for Xavier faculty to develop new teaching strategies, incorporating the use of technology in educationally effective ways, and providing services and facilities which are available to all Xavier faculty and to three partner schools in the New Orleans Public Schools system.

9.3.1 Facilities and Resources

Xavier faculty may request to reserve any of the Center facilities or equipment listed below. To make a request, instructors may pick up a form at the Center's office on the 5th floor of the library, or use the on-line request forms available at the Center's website. Usage of facilities by other groups may be scheduled at the discretion of Center management and requires the sponsoring organization's support of Center activities. The facilities available include electronic classrooms, a production laboratory, a student laboratory, a teaching laboratory, and a faculty workroom. Resources available for use are computers and other equipment; CD-ROMs, videos, and books; WebBoard electronic conferencing; and web authoring templates.

More information, such as facility availability for the current semester, facilities request forms, equipment request forms, faculty development initiatives, upcoming workshops, and resources, is available at the Center website

<http://www.xula.edu/Administrative/cat/> and in the Center newsletter

<http://www.xula.edu/Administrative/cat/newsletter>.

9.4 Library

The Xavier University Library offers numerous services for faculty and students. The library catalog is available online at the library website which can be reached through the university's resource web page at <http://www.xula.edu/Resources.html>. Available on the same web page are links to internet-based databases, such as ProQuest, Jstor, Ulrich's, netLibrary, and the library's cd-rom databases, such as the MLA bibliography. However, these links can only be used on the campus network and cannot be accessed off campus. There are also links to other state and local libraries such as the Tulane University Library and the State of Louisiana Library.

Instructors can arrange for library tours for groups of students by contacting the Reserve desk and filling out a tour request form (see form in Appendix). Selections available on the form allow the instructor to tailor the tour to fit the needs of the course.

Instructors can also place materials on reserve for student use. The reserve desk has forms for placing materials on reserve (see Appendix). Instructors can indicate how long students can check out material and can even restrict the materials to use only within the library.

The Media Center on the 4th floor of the library has a selection of audio/video equipment that can either be checked out or used in one of the 4 classrooms available for use. There is also an extensive collection of videos available for instructors to use to supplement instruction. A list of videos is available in the Media Center.

The library also has the usual reference materials available as well as microfilm and microfiche of major newspapers; magazines, journals and other serials; and a special Pharmacy library. The library holdings are somewhat limited, but there is an Interlibrary Loan system available. Xavier faculty can gain lending privileges at area libraries by registering for LaLinc privileges at the Reference desk in the library.