Revised Policy for OWL (Online Writing Lab) Fall 2014

WHO MAY USE THE OWL?
The services of the Hortense Parrish Writing Center are available for all registered UT Martin students, regardless of location. To better serve students at a distance, whether online or at an off-campus location, the Writing Center offers online tutoring through email, phone consultations, and live video conferencing using Google Hangouts and Skype.

UT Martin professors may refer a student for tutoring but should not ask an entire class to submit a paper for review. On-campus students also may request online tutoring, but credit for the session, such as for English 100 and 110, is at the discretion of the tutor and professor of record. Tutors may request that the student fill out extra documentation or verify attendance at UT Martin for service. Limited services are available to current UT Martin faculty and staff. The OWL is not available to persons who are not currently affiliated with UT Martin.

WHAT TUTORING SERVICES DOES THE OWL OFFER? 
The policies for tutoring students online remain the same for tutoring students who bring papers to H209. Tutoring sessions will last about twenty minutes. Tutors choose two or three major points of discussion, based on the instructions and the student’s comments. Tutors do not grade or mark on papers and cannot proofread or address every point of concern. Tutors cannot respond to papers longer than three pages. Instead, tutors will offer suggestions for improving content and organization and point out two or three specific points of grammar, punctuation, style, or documentation. The tutors’ comments usually will take the form of one to three brief paragraphs of response, not longer than a page. To facilitate the process, tutors may request that the student bring the paper to the center or discuss the paper over the phone.

WHEN ARE OWL SERVICES AVAILABLE?
Appointments are available for live video conferencing; otherwise, students may email specific questions and short papers (1-3 pages) for discussion during the center’s regular posted hours of operation (9-5 Monday-Thursday, 9-4 on Friday). Expect 24 hours for response; however, tutors may request more information before responding to the paper. The OWL is not available at night or on the weekends.

HOW DO I SUBMIT PAPERS TO THE OWL?
Students may call the Writing Center at 881-7277 or email the OWL at owl@utm.edu to schedule an appointment. Without an appointment, students may use the OWL email address either to attach or paste a short paper (1-3 pages). Microsoft Word is the safest way to attach a paper. Submit only through your UT Martin email account.

Submissions to the OWL also must include the accompanying information for response: 1) name of UT Martin professor and class, 2) an attached copy of the instructor’s written instructions or the student’s detailed explanation of the assignment, and 3) the student’s major concern.