ONLINE WRITING LAB (OWL)

SUBMISSION FORM

- Use the Submission Form EACH time you submit a paper, or portion of a paper to the OWL.
- Make sure your own e-mail address is correct.
- Identify one category for tutor feedback: grammar and mechanics; organization and development; or documentation.
- Instructors are cc’d when tutors return papers to students. If you do NOT want your instructor cc’d, write "n/a" in place of your instructor's e-mail address.
- Students may submit work directly to owltutors@ggu.edu, if the Submission Form is not working.

GUIDELINES

- Limit submissions to 750 words, maximum (about 3-4 pages, total).
- Limit submissions to 2 within a 12-hour period.
- Submit your paper any time: The OWL is open around the clock, 24/7.
- E-mail owltutors@ggu.edu if more than 24-48 hours have passed with no response from the OWL.
- Only GGU students enrolled in GGU courses may submit work to The OWL.
- Tutors spend approximately 30 minutes per submission, the equivalent of a Writing Lab tutoring session.
- Submit your paper any time: The OWL is open around the clock, 24/7.
- E-mail owltutors@ggu.edu if more than 24-48 hours have passed with no response from the OWL.
- Only GGU students enrolled in GGU courses may submit work to The OWL.
- Tutors spend approximately 30 minutes per submission, the equivalent of a Writing Lab tutoring session.
INSTRUCTORS

If you do NOT want the OWL to cc you when we return your students' work, please direct your students to write "n/a" in place of your e-mail address on the Submission Form and notify us at owltutors@ggu.edu. If you have questions or concerns, or would like to send us an assignment for our files, e-mail owltutors@ggu.edu or Gwen Ball, at gball@ggu.edu.

ABOUT

The OWL offers free writing tutoring to all GGU students in all subjects, via e-mail. Professional, experienced writing tutors work with students online, 24/7: students can expect a response from an OWL tutor within 24-48 hours.

Keep in mind that submitting work to the OWL is just one step in writing a successful paper. After tutors return a student's submission, the student will need to review it carefully. OWL tutors provide feedback and point out problem areas, but they do not "correct" errors or edit papers: it is the students' responsibility to make corrections and edits. We encourage students to submit work multiple times, for feedback on grammar, organization and development, and documentation.

OTHER RESOURCES

- Guide to Grammar and Writing
  Similar to a grammar handbook, with information on Sentence Level issues (verbs, punctuation, clauses) and Paragraph and Essay Level issues, this site by Capital Community-Technical College also offers Interactive Quizzes and an "Ask Grammar" feature which allows you to submit a question about English grammar or usage.

- Paradigm Online Writing Assistant
  Offers students help with writing all types of essays, from informal to argumentative to exploratory writing, providing guidance on organization, development, and thesis statements. A content-oriented site, it's an extraordinarily useful guide through the writing process.

- Purdue University
  An award-winning site, Purdue offers a variety of resources for you, including handouts. It also has a Business Writing section, with information on general business writing issues, such as memos, letters, and resumes.

- Research and Documentation Online
  Four different documentation styles are presented on this site: MLA, APA, Chicago, and CSE. Click on the following fields for specific information regarding each documentation style: Humanities (MLA); Social Sciences (APA); History (Chicago); and Sciences (CSE). Also offered are tips for evaluating sources, along with a list of style manuals.
Karin's ESL Partyland
Take inter-active quizzes, get information on TOEFL or take TOEFL practice quizzes, chat with other students, or just discover information on dating and relationships, food, movies, music and travel.

Strunk & White's Elements of Style
This classic handbook, written in 1918, covers the basics of the English language and is now available online. Check it out!

The Internet Public Library
The first public Internet library, this site provides numerous resources for students, researchers, and librarians.

Merriam-Webster Online Dictionary
Students can search the Collegiate Dictionary and Thesaurus, play word games, or browse the book store. A fun and helpful site.

ABOUT THE TUTORS

Gwen Ball, English Tutoring Services Manager
Gwen graduated from Mills College in Oakland, Calif., with an MFA in writing. She began teaching English at GGU in 1991, and in 1998 she became one of the first CyberCampus instructors. She created the OWL, which opened at GGU in Fall 1998, and has been its sole manager since its inception. She also manages the Writing Lab on our main campus. Her teaching experience includes courses ranging from basic writing to graduate research-writing and design. Gwen has three children, two cats, and a dog, and lives with her husband and the rest of their clan in Alameda. When she's not teaching or overseeing the OWL and Writing Lab, she's ferrying her children to activities; swimming; walking her dog, Sadie, along the bay trails of Alameda; or reading Anthony Trollope novels, Henning Mankell and other Swedish or British mysteries.

Valerie Bronstein, OWL Tutor
Valerie graduated from UC Davis with a BA in English and History. She spent her senior year at The UC Davis campus in Washington DC, where she interned at The Smithsonian Institution's National Museum of American History. Upon graduating from UCD, Valerie returned to Washington DC to work on Capitol Hill for Congressman Robert Matsui while completing her MA in American Studies at The George Washington University. In 1999, Valerie gave birth to her twin daughters and returned to California, to pursue her teaching career. She teaches traditional classroom courses, on-line classes, and hybrids. When she's not teaching or tutoring, Valerie is re-reading Historical Fiction by her favorite author, Jeff Shaara, or listening to her favorite Radio Talk-Show hosts: KGO's Ronn Owens or Brian Copeland.
Darien Eckberg, OWL & Writing Lab Tutor

Darien Eckberg holds a Master's Degree in Teaching English to Speakers of Other Languages (TESOL) from San Francisco State University, and a Bachelor's in Linguistics from the University of California at Berkeley. She has taught ESL and writing classes at the university level for eight years, and has been a writing tutor for over 20 years. She also holds two Certificates in Horticulture and Advanced Landscape Design from Merritt College. She owns her own landscape design business. When she is not working, she enjoys tending her compost bin, hosting dinner parties, and lazing around with her cats.

Dion Farquhar, OWL Tutor

Dion Farquhar can hardly believe the numbers: she is a veteran teacher as well as a poet, prose fiction writer, and cultural critic. She also holds a Ph.D. in political theory from NYU. She loves language and enjoys helping students express themselves through writing. Her poetry chapbook won first prize in the 2007 Poets Corner chapbook competition. She is currently finishing a novel set in the 1980s in Manhattan. Her poems and stories appear in Otoliths, languageandculture.net, AUGHT, Xcp: Streetnotes, Rogue Scholars, The Argotist, Sulfur, Hawaii Review, boundary 2, Lip Service, City Works, Cream City Review, Painted Bride Quarterly, etc.

Joan Rappaport, OWL Tutor

Joan Rappaport currently teaches writing and English at Golden Gate University and San Francisco State University. She holds a BA from Oberlin College and a Ph.D. in English literature from the University of Massachusetts at Amherst. Joan has taught writing, literature, and Jewish Studies courses at Santa Clara University, Binghamton University, and the University of Massachusetts.

Jessica Stiles, OWL Tutor (On Leave, until FA 12)

The daughter of a wildlife biologist, Jessica was born in Kenya and spent the first eight months of her life in a tent in the Masai Mara. Twenty-one years later, she landed a job at the San Francisco County Jail, where she taught literature and personal essay writing to incarcerated mothers. Since then, she has received her MFA in Nonfiction Writing from Columbia University, and taught and tutored creative and analytical writing to students of various ages and abilities, including Brooklyn third
Natalie Williams-Munger, OWL Tutor

Natalie currently serves as the Program Coordinator for Undergrad Programs at GGU. She holds a Master's degree in English and Literary Criticism from Sonoma State University, and a Bachelor's degree in English and Comparative Literature from UC Davis. She has taught writing and freshman composition at Sonoma State University and also served as coordinator for their Written English Proficiency requirement. During her school years she served as copy editor for The California Aggie, scored writing exams for Educational Testing Services, and worked for the California Department of Education in specialized media and technology. Her research interests include medieval literature, gender studies, and education. While not at GGU, she enjoys reading (what else), being outdoorsy, and traveling - all while continually fighting the urge to return to school for more degrees. A native of Sonoma County, she is happy to be here in the bay area working for GGU!

Larry Winters, OWL Tutor

Larry is from Salem Massachusetts, and graduated from Salem High School. He went to Boston University, where he earned a BA in Philosophy and Religion. He spent the 'Summer of Love' driving a taxi in Boston and Cambridge. He went to McGill University in Montreal, where he earned his Master's degree in Philosophy and Anthropology. He taught philosophy, sociology, and literature for two years in a bi-lingual setting at Concordia University in Montreal before moving to Greenwich Village in 1972. He earned his Ph.D. in Philosophy and Sociology at the Graduate Faculty of the New School University in 1978. His primary research was and still is in the areas of Contemporary European Philosophy of Science and Logic.

JEAN Vengua, OWL Tutor

Jean Vengua has a Ph.D. in English from U.C. Berkeley, and a B.A. in World Literature and Cultural Studies from U.C. Santa Cruz. She is a lecturer in Human Communications at California State University Monterey Bay. Jean's essays and poetry have been published in many anthologies and journals, and she is author of a collection of poems, Prau. She is currently a guest curator for the Filipino Voices exhibit (upcoming April 2012) at the National Steinbeck Center in Salinas.

FAQS

- What do I do if I don't get my paper back?
Can anyone submit a paper to the OWL tutors for review?  
Why do I have to fill out the Submission Form?  
Do I need to fill out a Submission Form every time I submit a paper?  
Why is there a 3-page submission limit? Why are students limited to 2 submissions within a 12-hour period? Why can't OWL tutors respond to my entire paper at one time?  
Who are the OWL tutors?  
Can I send my work through my CyberCampus class conference page?  
Is the OWL just for students who are taking English classes?

What do I do if I don't get my paper back?

If you don't receive your paper back within 24-48 hours, please send an inquiry to owltutors@ggu.edu and we will track down your submission and send it out to you ASAP.

Can anyone submit a paper to the OWL tutors for review?

Any GGU student, including students at the regional campuses and alumni, may submit a paper for review. We cannot accept papers from non-GGU students, and we cannot respond to papers for courses at other schools.

Why do I have to fill out the Submission Form?

The OWL Tutors want to get as much information about your assignment as possible, so that they don't have to waste time asking you to clarify the scope of the assignment. When you submit a draft for review, please fill out the instruction box, letting us know what areas you'd like feedback on, and we'll do our best to focus on your specific needs.

Do I need to fill out a Submission Form every time I submit a paper?

Yes! Even if you've already filled out a form and you are just re-submitting the same paper, you still need to fill out the Submission Form. We have seven OWL tutors working in 12-hour shifts, so it's necessary for students to fill out a complete Submission Form every time a paper is submitted, even if they are sending in a paper for a second or third time.

Why is there a 3-page submission limit? Why are students limited to 2 submissions within a 12-hour period? Why can't OWL tutors respond to my entire paper at one time?
We limit your sessions to provide all students an opportunity to receive tutoring services. If a student submits a 10-page paper, or even a five-page paper, an OWL tutor cannot respond to all of that material within 30 minutes. As with the Writing Lab, we keep sessions to 30 minutes, per student. We do allow students to submit more than once during a 24-hour period--but please do not submit more than 2 papers within 12 hours.

We have a second reason for limiting submissions: sometimes it's a fine line between providing feedback to a student and editing a student's work. When a student turns in a long paper and wants input on the entire piece, then we begin to worry about this fine line. At what point does a tutor begin to have too much impact a student's paper? We believe that limiting submissions will require a student to do the actual work on a paper -- OWL tutors provide guidance and feedback, but we are NOT an editing service.

Who are the OWL tutors?

We are professionals with graduate degrees in English or Writing and have several years of tutoring and teaching experience. Many of the tutors are published authors and some tutors also teach at GGU, both in the classroom and online, and/or tutor in the Writing Lab.

Can I send my work through my CyberCampus class conference page?

No. We are separate from CyberCampus, so please submit your work using the OWL Submission Form.

Is the OWL just for students who are taking English classes?

No. Students in any GGU course may submit papers, cover letters, resumes, letters of application or other writing they would like help with.