



Email Coaching

College of DuPage - Writing, Reading, Speech Assistance



Facts for Staff

Email coaching allows your students to receive a reply from a coach who will be able to spend up to 45 minutes reading and responding to each student's original written draft or outline. Coaches will not edit or correct a draft but will respond in writing and:

- Acknowledge the student as a *writer*, a *writer with something to say*.
- Engage with the content of the writing—not just with the way the content is presented or formalized.
- Acknowledge what the writer thinks they are doing well *before* moving to the questions.
- Respond to questions by entering into a reader-writer dialogue with students in order to describe how we are understanding/not understanding what they have written.
- Avoid directives when possible to help students take control of their writing decisions.
- Ask questions about meaning as a way to help students think about revisions and corrections.
- Acknowledge this is a *draft in process and that is OK*. The submission form asks students to gauge where they are in their writing process, so coaches have a better idea what students' notions are about their drafts.
- Point out **error patterns** and provide explanations via templates and web resources.

When students submit their drafts, we ask them to:

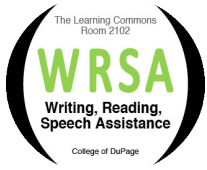
1. Describe something they are doing well or that is going well in their draft.
2. Write questions they have about their draft to guide the coach's initial reading/response.
3. Include the assignment as an attachment or as a detailed description, so we understand what their and your goals are for the writing.
4. Acknowledge the work is wholly theirs.

Our goals are to engage students in thinking and writing about their drafts, to help them learn to be better writers, and to provide an interested and knowledgeable audience for their work. Please note, students who are enrolled in ELS writing classes should be encouraged to schedule face-to-face appointments instead of email coaching.

Writing, Reading, Speech Assistance in the Learning Commons

Mon. to Thur.: 8 a.m. to 7 p.m. | Fri.: 8 a.m. to 2 p.m. | Sat.: 9 a.m. to noon | Sun.: 1 to 4 p.m.

College of DuPage | SRC 2102 | TEC 1016B | (630) 942-3355 | cod.edu/LearningCommons



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If you are interested in the philosophy behind these ways of responding, and in the value of email (asynchronous) coaching for your students, the following blog post from Mike Shapiro of the University of Wisconsin's Writing Center is a good place to start:

<https://dept.writing.wisc.edu/blog/this-rant-is-asynchronous/>

We are happy to talk with you about ways of incorporating email coaching into your online curriculum. **Full class uploads must be pre-arranged with Writing, Reading, Speech Assistance (WRSA) to staff readers accordingly.**

In order for students to submit a draft, they will need to register with Writing, Reading, Speech Assistance (WRSA) by following the instructions on the WRSA webpage.

Detailed instructions can be found here: tinyurl.com/wrsaemail



Please reach out if you have any questions at all.

Glynis Benbow-Niemier, PhD
Lead Coach/ Writing, Reading, Speech Assistance
NACC Certified
Learning Commons
College of DuPage Phone (630) 942-3355
benbow-niemierg@cod.edu

Margaret Hernandez
Coordinator/ Writing, Reading, Speech Assistance
NACC Certified
Learning Commons
College of DuPage Phone (630) 942-2084
hernandezm137@cod.edu

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