



Communications Lab Information

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1 attachment (44 KB)

Comms Lab Poster.pdf;

Hello everyone!

Thank you for having me at the UGSC meeting today – as promised, I am attaching a flyer for you to circulate among your students, a blurb for your syllabus, and some language for a Canvas announcement.

Something I forgot to mention when we spoke: if students meet with us about an assignment for your class, as the instructor you will receive a short report from the tutor summarizing the visit. These reports are predominantly for our own records but will also be a way for you to keep track (and incentivize visits with extra credit?), as well. If you would like to make a visit to the Communications Lab mandatory for your students, please give me a heads up on how many of them I can expect to ensure we have enough tutors available during that time frame (schoudhury3@illinoistech.edu).

Please also let me know if you would like me or my tutors to visit your class to pitch the Lab and/or help them register on the site. We are happy to do so!

All my best,
Samah

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For your syllabus:

The Communications Lab offers free 50-minute in-person and virtual tutoring sessions with a range of differently specialized tutors. They can assist with writing assignments, lab reports, midterm papers, presentations, slide decks, creative essays, personal statements, and more in order to help you become a more effective and confident

communicator. Whether you are having trouble drafting a thesis statement, deciphering an assignment rubric, structuring an argument, or simply proofreading, the Communications Lab will work with you at any stage of your project. In-person meetings and walk-in visits will take place on the upper level of the Galvin Library, around the corner from OTS (look for signs). While virtual appointments are available, I urge you to meet with tutors in-person for a more effective learning experience. You can register to make an appointment through the [WOnline portal linked here](#), though drop-ins are also welcome pending tutor availability. The Communications Lab is open five days a week.

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For a Canvas announcement or email:

Alerting you to a new, free resource on campus: the Illinois Tech Communications Lab is an in-person and virtual tutoring program. Students can receive assistance with all written and oral assignments as well as with personal statements, application essays, speeches, and more.

Peer and faculty tutors are ready to assist you during any stage of the writing process, from brainstorming and outlining to final touches and citations. They will help you understand assignment instructions, how to structure your response, improve the clarity of your ideas, strategize for revision, and even evaluate your arguments. Tutors specializing in English as a Second Language are also available to assist students whose primary language is not English.

Appointments are available five days a week during the fall and spring semesters. In-person meetings and walk-ins all take place on the upper level of the Galvin Library, around the corner from OTS. While virtual appointments are available, the Lab encourages you to meet in person for a more effective learning experience.

To schedule an appointment, go to the [WOnline portal](#) and create an account. You will be able to book a 50-minute session with a tutor of your choice.