



Best Practices & Helpful Tips



Upcoming Issues:

Issue 4

How to Leverage the Language Facilitator in a Session

Issue 5

How to Handle a Consultation That is Not Going Well

Issue 6

????????

I need suggestions!
What would you like to see?

END OF SHIFT STRATEGIES

The end of your shift can be a difficult time to navigate. Often with 5-10 minutes left, it doesn't feel fair to start a new consultation, even if you see a line forming. Or perhaps you're in the middle of a consultation when your shift ends and you're unsure how to transfer the student to a different consultant. By keeping in mind the suggestions below, you can aptly fill the time and make sure the student does not feel cheated or overlooked during the transferring process.

- When there is only 5-10 minutes left on your shift, it is perfectly okay to begin a new consultation. However, you will want to inform the student that there is only a certain amount of time left on your shift and that you will eventually be handing them over to another consultant. Setting an agenda for this limited time frame is extremely important. For example, suggest that you go over the introduction or the thesis statement together. Then when the next consultant comes onto shift, bring them into your conversation with the student and explain what you have already worked on and where the student hopes to go from there.

- In some instances, the student may voice that they would prefer to only work with one

consultant. If this is the case, suggest they use their waiting time to either proofread their draft or engage in a prewriting exercise.

- If you have been working effectively with a student for a period of time and find that your shift has ended, you can ask the student if they feel comfortable enough with your suggestions to leave and work on the paper alone or if they would like to come back and work with you on your next shift. This is obviously an ideal situation and in no way expected or standard. If the student does not feel comfortable leaving or if the paper is due before your next shift, invite one of your shift mates into the consultation and, again, sum up the things you have worked on and areas with which the student still feels uncomfortable.

The most important thing in these situations is to make sure the student is given the help each consultant has been trained to provide. Inviting your fellow consultants into the consultation as your shift is coming to a close reinforces the ability of each consultant and continuity in Write Place practice. Even though the end of your shift may seem like an awkward time, it can be very effective for you and the student if negotiated appropriately.

What would you like to see in upcoming issues? Any thoughts or suggestions please email to cookbl@udayton.edu. Thanks!