

FAQ Writing consulting for international students

Content

| | | |
|-----|--|---|
| 1. | <i>What is writing consulting?</i> | 2 |
| 2. | <i>What kind of questions / concerns can we talk about in the writing consulting?</i> | 2 |
| 3. | <i>Who is writing consulting for?.....</i> | 2 |
| 4. | <i>How to make an appointment?</i> | 2 |
| 5. | <i>What happens during a consultation meeting?.....</i> | 2 |
| 6. | <i>Do I have to come to the writing consulting?.....</i> | 3 |
| 7. | <i>I do not have any prior experience in academic writing. Can I make an appointment with you?.....</i> | 3 |
| 8. | <i>I am an experienced writer, but with my current assignment, I am facing difficulties that I did not have before. Can I make an appointment with you?</i> | 3 |
| 9. | <i>How much extra time and effort do I have to put into the writing consulting meeting(s)?</i> | 3 |
| 10. | <i>I have a question concerning academic writing / my writing process / my current assignment, but I am not sure whether I can ask you. What should I do?.....</i> | 3 |
| 11. | <i>How many times can a student make an appointment with a writing consultant?.....</i> | 3 |
| 12. | <i>Will the writing consultants do the students' homework for them?.....</i> | 4 |
| 13. | <i>Can I hand in my term paper / thesis for proof-reading?.....</i> | 4 |

1. What is writing consulting?

The writing consulting is an offer for international master students enrolled at the Faculty of Human Sciences who are seeking support at different points of the writing process for their writing assignments.

As peer-tutors, we aim to help students by (1) listening to their problems and questions, and (2) suggesting different methods and writing techniques to solve their difficulties with the writing process. Our approach is student-centered and primarily focused on the development of writing skills (rather than the specific texts).

2. What kind of questions / concerns can we talk about in the writing consulting?

Among other topics, we offer advice regarding...

- the overall academic writing process
- how to formulate a good research question
- literature research and review
- following citation guidelines and avoiding plagiarism
- structuring your text
- starting and continuing to write
- how to revise and edit your text
- academic German/English, style, writing in German/English as a second language
- ... and any other concern you might have concerning your academic writing process!

3. Who is writing consulting for?

The writing consulting is directed at international master students at the Faculty of Human Sciences.

4. How to make an appointment?

Currently, consultations only take place online via Zoom. To make an appointment, please write us an e-mail: huwi-schreiben@uni-potsdam.de for writing consulting and academic writing in German; huwi-writing@uni-potsdam.de for writing consulting and academic writing in English. You can also find our contact information here: <https://www.uni-potsdam.de/de/humfak/studium-lehre/ansprechpartner-und-funktionstraeger/tutors>

5. What happens during a consultation meeting?

Usually, consultations take place on a one-on-one basis, that is, you will have an individual meeting with your tutor for around 30 to 60 minutes. At the beginning, we may ask questions about your assignment and your specific concerns. At this point, we might also read a section of your writing together to get a better impression on what you want to work on. Together, we will decide on an area to focus on during our session. By suggesting, trying out, and reflecting on different methods and techniques, we will collaborate to find solutions for your concerns. At the end, we will recapitulate on what we have achieved and set goals for your further work.

6. *Do I have to come to the writing consulting?*

The writing consulting at the Faculty of Human Sciences is not obligatory. It is an offer for students enrolled at the Faculty who are seeking support in their academic writing process. You can come to us whenever you are facing questions or problems related to your writing that you would like to discuss!

7. *I do not have any prior experience in academic writing. Can I make an appointment with you?*

Yes! Especially with your first piece of academic writing, there may be a lot of questions concerning all kinds of aspects from literature research and finding a good research question to structuring, writing and revising your term paper. We are happy to accompany you throughout the whole process or to only answer a few questions along the way!

8. *I am an experienced writer, but with my current assignment, I am facing difficulties that I did not have before. Can I make an appointment with you?*

Of course! You can come to us with any kind of writing assignment from your first term paper up to your bachelor's / master's thesis. Academic writing is a continuous learning process and new assignments bring up new challenges. We are here for you at every step of the way!

9. *How much extra time and effort do I have to put into the writing consulting meeting(s)?*

The writing consulting is not supposed to be another time-consuming activity to keep you from doing your assignments. Instead, in our meetings, we can talk about methods that may help you improve your writing process. Also, we will not give you obligatory homework – we will provide you with writing techniques that you can try out to complete your assignments in a more productive and effective way.

10. *I have a question concerning academic writing / my writing process / my current assignment, but I am not sure whether I can ask you. What should I do?*

Please feel free to contact us!

Academic writing is a very individual process and so are the questions that you may have about it. We will do our best to answer all the concerns you have about the writing process. And if it turns out that we are not the right contact persons to help, we will find out together where you can find the answers that you are seeking!

11. *How many times can a student make an appointment with a writing consultant?*

In general, it is possible (and sometimes even advisable) to make more than one appointment with a writing consultant. Smaller questions may be well handled within one consultation. However, making consecutive appointments throughout your writing process can be especially helpful with larger writing projects. This also depends on the individual writer and his/her concerns. Don't worry – during our sessions, we will discuss together whether further consultations would be useful for you.

12. Will the writing consultants do the students' homework for them?

In short: No, we will not.

The writing consulting focuses on the general writing process. We do not explain or solve your homework for you. What we do, however, is to talk about writing methods and techniques that can help you to get your writing assignments done in a more structured, effective, and productive way.

13. Can I hand in my term paper / thesis for proof-reading?

No. The peer-tutors are not here to proof-read or even correct your text. However, if you are looking for advice on how to revise and edit your paper, we can help you find the right methods and techniques to do these activities yourself.