

Your Guide to Completing Your Five Hours of Supplemental Instruction

FOR ENGLISH 550, 450, AND 1A STUDENTS

Chaffey College
Writing Center

The last day to
complete DLAs is

Friday, November 30

1. Do not wait until the last minute!

Students who wait to begin their five-hour requirement at the end of the semester may likely not complete it. There are not enough workshop and DLA appointments to accommodate all students who procrastinate.

2. Use the verification form to pace yourself.

Activity	Completed	Completed By	Completed Date
Directed Learning Activities (DLAs)			
Workshops			
Study Groups			

Finishing the DLAs, workshops, and study groups by the "completed by" date will ensure that you complete your five hours by the end of the semester. Remember to bring your verification sheet to your appointment for the tutor to stamp!



Writing Center consultants will stamp, sign, and date completed supplemental instruction activities. In addition, they will stamp, sign, and date your instructor's verification sheet. If you lose your verification sheet, contact your instructor for a replacement. Writing Center staff will re-stamp the verification sheet if you produce the stamped, signed, and dated supplemental instruction activities. Writing Center staff will not stamp any boxes for activities that have been finished after the "completed by" date.

3. Sign up for DLAs, workshops, and study groups in advance!

Make your reservations and appointments no more than **six business days in advance**. Workshops can completely fill up within the hour that reservation lists open to students. To increase your chances of getting a confirmed spot for a workshop, call or visit when the Writing Center opens for the day.

4. Remember that reviewing an essay with a tutor does not count towards the five-hour supplemental instruction requirement. DLAs, workshops, and study groups can only fulfill your requirement.

- ▶ DLAs, workshops, and study groups may be completed at Success Centers in Chino and Fontana.
- ▶ You are allowed one face-to-face (tutoring or DLA) and one workshop or study group appointment per day.

Directed Learning Activities (DLAs)

These instructor-designed writing activities should take you approximately **30 minutes to an hour and a half** to complete. You may complete the **independent portion** in the Writing Center any time during business hours without an appointment; however, to receive credit for the activity, you must set an appointment to meet with the tutor for the **review session**. Materials and/or texts may be required for DLAs.

Workshops

Workshops are approximately 50 minutes to **an hour** long. They are led by an instructor and focus on a specific writing topic. A maximum of **ten students** are admitted **per workshop**. Due to their popularity, it is highly recommended that students make **advance reservations**. Additional students will be placed on a wait list and added to the workshop if registered students are not present when the workshop begins. You are allowed to sign up for one confirmed spot at a time; however, you may have multiple spots reserved on workshop wait lists. No students will be admitted to the workshop once it has begun.

Study Groups

Study groups are small group sessions designed and scheduled by your instructor. Each study group is approximately **50 minutes to an hour** long, and a maximum of **five students** are admitted **per study group**. Consult with your instructor to find out when he or she will be scheduling study groups for your class.



Remember to sign in when you enter the Writing Center. The computer will begin to record your supplemental instruction time when you sign in with your Chaffey Photo ID Card. Don't forget to sign out when you leave, or you will only receive one minute of credit!

A current pink Chaffey Photo ID card is required for all Writing Center services!

Chaffey College
Writing Center

Located in the Library at the
Rancho Campus

Mon.–Thurs. 8 a.m. to 8 p.m.
Fri. 9 a.m. to 2 p.m.
Sat. 9 a.m. to 2 p.m.

Phone: 909-652-6820

Web site: <http://www.chaffey.edu/writingctr/index.shtml>

