

LSSC

LakeHawk Learning Team



Kevin Arms, Scott Hopkins, Amber
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Lake-Sumter State College
LSSC

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MISSION STATEMENT

Lake-Sumter State College's Athletic Department is committed to giving all Student Athletes the tools they need to succeed on and off the field. Academic writing is a cornerstone in any college education, and, given its importance, the LSSC Athletic Department has teamed up with Faculty Members in the English & Communications Department as well as the Library to create a special task force to address Student Athlete success in writing and research.

WHAT WE DO

- Individual tutoring
- Workshops on research & writing skills
- Advice on any stage of a research/writing assignment for any class
- Comprehensive academic writing support

THE TEAM

Faculty Member	Position/ Department	E-Mail	Office Location	Work Phone
Kevin Arms	Reference & Instruction Librarian	ArmsK@LSSC.EDU	LIB36	352-365-3563, ext. 4012
Dr. Scott Hopkins	Instructor & Asst. Dept. Ch. of English	HopkinsS@LSSC.EDU	FOB 9	352-435-6302
Amber Karlins	Instructor of English	KarlinsA@LSSC.EDU	FOB 11	352-787-3747
Jackie Pierce	Assistant Professor of English/Humanities	PierceJ@LSSC.EDU	FOB 7	352-323-3631

Current Office Hours for Spring 2016

Faculty Member	Monday	Tuesday	Wednesday	Thursday	Friday
Kevin Arms	8 am-4pm	8 am-4pm	8 am-4pm	12:30-9 pm	8 am-4:30 pm (some Saturdays with a Friday off)
Dr. Scott Hopkins		12:30-6 pm		12:30-4 pm	10 am-3 pm
Amber Karlins	12:30-1:50 pm	2-5:20 pm	12:30-1:50 pm		
Jackie Pierce	3-5 pm		3-5 pm	11 am-5 pm	

HOW TO GET HELP

First choice is to make an appointment to see one of us during our Office Hours. All LSSC Faculty Members have official Office Hours. You can find these listed on our Faculty Websites and on the exterior of our office doors. A list of current Office Hours is provided above as well, but you may want to refer directly to the Websites or the Offices in case anything has changed.

You are also welcome to make an appointment outside of our normal office hours if you need help. The most efficient way of doing this is by sending an e-mail from your LakeHawk Mail directly to one or more of ours. This way you have a record of your request.

When sending an e-mail in advance of an appointment or just for an inquiry, please include the following:

E-mail Requests for Assistance

- Your name & SPORT NAME/Athlete Request in the SUBJECT line
 - Indicating Baseball, Softball, or Volleyball will help us determine which coach may need an update
- The nature of the assignment with which you need help
 - If available, a copy of the written assignment would be helpful
- The class & instructor of this assignment
- The due date
- Be as specific as you can about where you are in the process/what type of help you need
 - For example, are you struggling to find a topic?
 - Are you unable to find resources?
 - Do you need help with editing/proofreading?
 - Are you unsure what the assignment is really asking?

WRITING IS A PROCESS

The most important thing to remember about any writing assignment is that papers do not just happen. No one, not even professional writers, can just sit down and write an essay in one sitting that is complete or perfect.

Your LakeHawk Learning Team can help you at ANY stage of this process. It is your job to recognize that you need help as early as possible. If the paper is due tomorrow, and you haven't started yet, all the help in the world is probably not going to be sufficient. Therefore, another vital piece of advice when it comes to writing assignments is **DO NOT PROCRASTINATE**.

The following list will give you a sense of the stages in the Writing Process and how we might be able to help:

Stage One: Planning or Prewriting

- Choosing a subject
- Narrowing a topic
- Crafting a working thesis
- Developing a plan for completion
- Outlining
- Research
- Documenting the research/taking notes
- Organization
- Bibliographies

Stage Two: Writing or Drafting

- Translating outlines into essays
- Organization
- Effective paragraphing
- Logical order
- Reader cues: thesis statements & topic sentences
- Development: including sufficient detail/proof
- Hand-written drafts converted to typed drafts
- Proper format of the paper
- Bibliographies/Works Cited pages/References
- Creating internal citations as you write

Stage Three: Revision

- Revising for UNITY, COHERENCE, DEVELOPMENT
- Effective introduction and conclusion techniques
- Checking the order/transitions
- Making sure the paper fits the requirements of the assignment
- Proofreading & editing

WORDS OF WISDOM from MARK TWAIN

- “The secret of getting ahead is getting started.”
- “If you tell the truth, you don't have to remember anything.”
- “The man who does not read good books has no advantage over the man who cannot read them.”
- “It usually takes me more than three weeks to prepare a good impromptu speech.”
- “Ideally a book would have no order to it, and the reader would have to discover his own.”