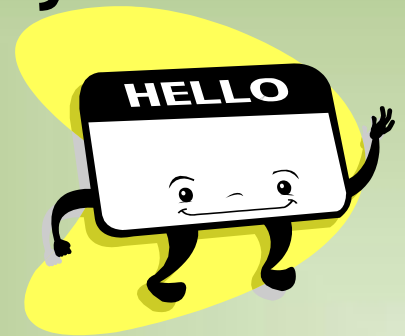


Prep Writing Lab

Orientation

Answers to some frequently
asked questions...



“How many lab hours do I have to earn?”

A student in Prep Writing I or II must complete a minimum of 12 hours per semester in a “lab-like” setting.



"Where do I go to complete lab hours?"

- To the Prep Writing lab and in-class lab.
- The Prep Writing lab is located in BACA 207 in the Academic Success Center.

Our hours

Monday -Thursday-9am-7:30pm

Friday – 9-1pm

- Your in-class lab will be in BTEC 202.



"How do I sign in?"

- Sign in at the front computer (Front Desk) when you walk into BACA207.
- Have your ID, your instructor's name, and day/hour you meet. (Bookmark)
- This information is essential to record your time in the lab.



Remember to sign out!!!



Sign in at
front desk

Sign out at
front desk



- If you don't sign out, your time is voided after 20 minutes. There is no way to reverse this.
- If you want someone to add up your hours, all you have to do is ask the Prep Writing staff.
 - You will earn credit for only two hours per week! (in-class lab included)

REMEMBER!

- **If you don't complete your twelve (12) lab hours, you may not pass your course!**
- You will have to discuss the matter with your instructor.**



"Is it true that I can only earn credit for two hours per week?"



Our goal is to help you build a consistent study schedule!

The two hour rule will keep you from trying to complete all of your hours at the beginning or end of the semester.



"What can I work on while I'm in lab?"

You must work on prep writing material while in the lab in order to get credit.

Here are some options:



- ✓ Complete quizzes or homework on your book's website
- ✓ Work on homework assignments or writing assignments
- ✓ Work on lab assignments that your instructor has given you
- ✓ Work with a prep writing tutor to revise your writing or to review your homework
- ✓ Complete worksheets that pertain to the activities you are doing in class



Can I complete lab hours for my reading class while I'm working on my prep writing hours?"



You must go to BTEC 206 for Reading. This is where you complete your reading lab hours.



“Can the writing lab staff help me with my writing assignments?”

Of course!

Come to the Writing Center, or contact us for an appointment.

Alex - awatkins15@hccfl.edu

Liz- lbleau@hccfl.edu

813-253-7934

We also take walk-ins when we are able to do so!

Things the staff is not able to do

- Help you revise writing assignments the hour before they are due
- Review questions that you have about tests or quizzes that have not yet been handed back
- Provide guidance for take home or group quizzes or tests
- Discuss advising issues

Lab Etiquette:

- Computers are for academic purposes only.
- Please put your cell phone on silent mode and take/make calls outside.
- Please be sure that your work is academically appropriate.
- Please eat your meals in the cafeteria or in the open areas around the campus.
- Remember! Loud noise disturbs others.
- Be courteous.



Questions?

