

## How to Prepare for Your Appointment at the HCTC:

### Lab Report

- 1) Talk to your TA to clarify any questions about calculations, formulas, etc. Make sure you understand the lab, as the HCTC tutors cannot guarantee an answer to content-based questions.
- 2) Have your lab report accessible for your tutor to read and make comments, either on a personal laptop, Word Online, or a flash drive so we can pull it up on the HCTC computers.
  - a. You do not have to print your lab report!! Save trees and money ☺
- 3) For long reports especially, pick sections that you really want to work on. We often do not have time to go through the entire report in one appointment.
- 4) You are welcome to come for a brainstorming appointment to discuss steps for crafting a strong lab report; however, if you are receiving credit for your appointment, you must be prepared to stay for the full 25 minutes.

*How can I help fill the full appointment if I don't have much/any of my report written?*

- a. Make an outline.
- b. Bring specific questions about writing the lab report:
  - i. References, verb tenses, figure/table formatting, organization, etc.
- c. Refamiliarize yourself with the lab instructions and rubric.
- d. Be ready to talk! Brainstorming appointments are usually an open discussion with your tutor.

### Statics Essay

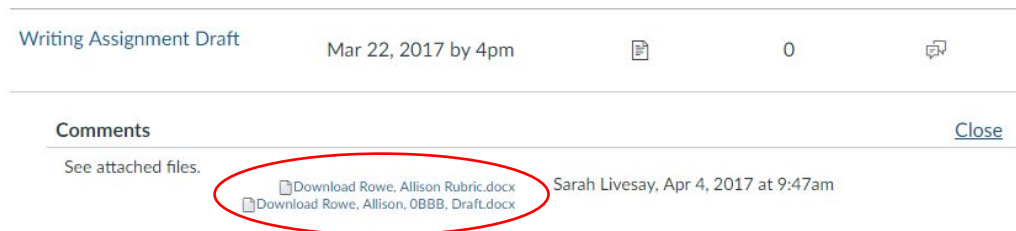
Before the first draft:

- 1) Look over the assignment sheet carefully and make sure you understand the major components, such as:
  - a. General, non-engineering audience
    - i. Could your friend that is a business major read and understand the ideas presented, especially the statics-based ones?
  - b. Statics
    - i. What were the main statics concepts behind this failure? Use statics terms as needed, but make sure to explain them.
  - c. Ethics
    - i. Who was at fault? Why did they make decisions that put people at risk?
- 2) Explore the Statics page on the HCTC website, which contains many helpful resources including:

- a. Purdue OWL APA formatting and style guide
  - b. “How to Organize Your Statics Essay” organizational outline
  - c. Sample essays from previous years
- 3) You are welcome to come for a brainstorming appointment to discuss steps for picking a topic, organizing your ideas, and crafting a strong essay; however, you must be prepared to stay for the full 25 minutes to receive credit.
- 4) Have anything you’ve written accessible for your tutor to read and make comments, either as a printed copy or on a personal laptop, Word Online, or a flash drive so we can pull it up on the HCTC computers.

After the first draft:

- 1) Look over the grader comments on ICON. Note that there are **two documents** full of feedback that have been attached as comments on your first draft submission:
- a. Writing Evaluation Sheet/ Rubric
  - b. In-line comments on your first draft



- 2) Have your draft **and** the grader feedback accessible for your tutor to read and make comments, either as a printed copy or on a personal laptop, Word Online, or a flash drive so we can pull it up on the HCTC computers.
- a. If you have already made changes based on grader feedback, bring the most updated version of your draft as well.
- 3) Write down any questions or concerns, as your tutor will be happy to address them during your appointment.

**Resume and Cover Letter**

- 1) Print your resume and/or cover letter.
- a. Since employers often receive paper copies of these documents, working with a printed copy in an HCTC appointment helps us better visualize the spacing and flow.

- 2) If it is for a specific job, bring information about the position or company (on a laptop/personal device is fine).
- 3) Reflect on the skills and experiences you have listed. Your tutor may want more information or details to help craft stronger points.

### Application (Job, Scholarship, Graduate School)

- 1) Bring specific background information about the application, such as the institution, deadline, program, etc.
- 2) For application essays, bring a copy of the prompt itself and the word/character count.
- 3) Have any written components accessible for your tutor to read and make comments. This can be a printed version or on a personal laptop, Word Online, or a flash drive so we can pull it up on the HCTC computers.