

Welcome to Jefferson College's

Online Writing Lab!



The Online Writing Lab at Jefferson College offers its students opportunities to receive valuable feedback on assigned essay writing via email, as well as to CHAT LIVE with an e-tutor!

Days and Hours of OWL Services Operation:

Click on "Chat and Chat Hours" posted in the OWL section of the Online Support tab in MyJeffco.

Important Information & Requirements to Use the OWL Services:




You are permitted a MAXIMUM of TWO submissions via email a week (these two submissions can be two different essays or revised drafts of one essay). In addition, you may ONLY submit .doc, .docx, or .rtf types of word processing documents.



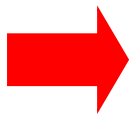
Please allow up to **48 hours** (not including weekends) to receive your essay back with feedback from an e-tutor! **Remember, you will need additional time for revisions AFTER you receive your essay back from an e-tutor.**



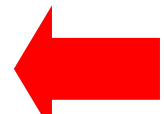
When submitting an essay for feedback via email, you MUST use your JEFFCO email address!

 Please note that the purpose of OWL Email Submission service is to provide content, development, and/or grammar and mechanics feedback on submitted essays based on the areas of focus indicated on the JC OWL Student Submission Form that you provide!

The JC OWL e-tutors **WILL work WITH you** to improve your own proofreading and editing skills, but they don't simply correct your mistakes. They want to help YOU learn to become your own best proofreader, editor, AND writer!



Before you get started, consider your writing needs...



If...

...You have an essay draft in progress or a completed essay draft...

...WHAT NEXT?



Use JC OWL's **Email Submission Service!**

If...

- ...you haven't started writing yet, but you'd like help with brainstorming...*
- ...you'd like help with developing a thesis or organizing your paper...*
- ...you have a quick grammar, writing style, and/or MLA question...*
- ...you have any other questions about the writing process...*

...WHAT NEXT?



Use JC OWL's **Live Chat Service!**



So, how do you use these awesome services?

To Submit an Essay Draft via JC's OWL Email Submission Service:

- 1) Click on, open, and complete the document entitled "Writing Lab Submission Form" found on the Online Support tab in MyJeffco.
- 2) Your essay draft **MUST** be in a .doc, .docx, or .rtf file format.
- 3) Please remember that you **MUST** use your JEFFCO email address to submit any essay drafts via email.
- 4) When your submission form has been received and opened by an e-tutor on duty, you will be notified of its receipt. If you do not receive a confirmation email within 24 hours, you should contact the OWL coordinator at acall@jeffco.edu. Please allow up to 48 hours to receive feedback on your essay. You will be notified and instructed to resubmit the form if your attachments need to be saved in a different format.

**Remember, you are allowed a maximum of TWO essay submissions via email per week.*

To Use JC's Live Chat Service:

- 1) Click on the "Chat and Chat Hours" link posted under the Online Support tab in MyJeffco.
- 2) If you access JC's OWL LIVE CHAT Service during its open hours, the availability of an OWL e-tutor will be indicated by a green box. **If an e-tutor is NOT available, the box will be red.**
- 3) Click on the green box to connect with an e-tutor, and he/she will provide you with additional instructions to begin the chat session!