The OPS allows Lewis and Clark students to receive tutoring via asynchronous online sessions (meaning you don’t have to be present with a tutor). Our goal is to help students become better writers through online feedback and collaboration, not to “fix” essays. Students with grammar or citation concerns should visit the Writing Desk in person.

Policies and Procedures:
- Submissions should be made at least 48 hours prior to the assignment’s due date to ensure our tutors have enough time to read and comment on the essay and to provide you with enough time to revise.
- Submissions of essays that are due within 24 hours will not receive responses.
- We work diligently to respond within 24 hours of submission, not including weekends, holidays, or breaks. However, if the queue of submissions is long, responses may take up to 48 hours, so plan accordingly.
- Essays must be submitted in .doc or .docX format.
- Essays longer than 6 pages are not eligible for online review. Visit us in person for longer works.
- If you revise and would like a second review, visit the Writing Desk in person.
- Each submission question must be answered. Your essay will not be reviewed if you fail to answer any of the questions or do not provide enough detail.

Submission Questions:
In the body of your email to ops@lc.edu, please answer the following questions:
1. What is your Blazernet ID?
2. For what class and instructor (first and last name) is this assignment being written?
3. What are the details and due date of the assignment?
   - If a digital file of the assignment sheet is available, please attach it.
   - If you do not have a digital assignment sheet, be as detailed as possible when describing the assignment, such as: “I have to write an argument with at least three main points. I cannot use research, and no first-person is allowed.”
   - Papers received without describing the assignment will not be reviewed.
4. What are your concerns with your writing? If you have specific concerns, please note them, or you may choose one or two ideas from the list below:
   - Purpose (is your thesis strong, creative, and clear?)
   - Organization (do you have strong topic sentences, good transitions, and well-constructed paragraphs?)
   - Clarity (are your words clear enough for your audience?)
   - Word choice (do your words and sentences reflect college level vocabulary?)
   - Support (do you have enough explanation, examples, and description?)
   - Critical thinking (do you thoroughly evaluate your topic and have compelling and logical examples?)