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.