

# CBAT Communications Lab

## **Q: What is the CBAT Communications Lab?**

A: The CBAT Communications Lab is a resource designed to help students improve their writing and presentation skills. Guidance and feedback are provided on every aspect of the writing process from brainstorming to the final draft. Emphasis is placed on grammar, mechanics and APA formatting. Constructive criticism can also be obtained for presentations. Students receive specific feedback and suggestions for improvement via the College's written communication or oral communication rubric.

## **Q: What tutoring services does the CBAT Communications Lab provide?**

A: For writing projects, students work with a tutor to review a draft of a paper and discuss issues, errors, or general concerns about the document. While the CBAT Lab is not an editing service, tutors help students identify errors and determine the most appropriate correction. Tutors work with students to prevent future errors by helping them master principals and develop stronger skills. Student can also rehearse presentations in the Lab while being videotaped and then discuss areas for improvement with a tutor. Students can receive a copy of the videotaped rehearsal if they bring a jump drive along with them.

## **Q: Where is the CBAT Communications Lab and when is it open?**

A: The CBAT Lab is located in Sam Wilson Hall – room 124, near the vending machines. For fall 2016, the lab will be open at the following times:

**Monday:** 3:00-7:00 PM

**Wednesday:** 9:00 – 11:00 AM

**Tuesday:** 10:00 AM – 5:00 PM

**Thursday:** 10:00 AM-5:00 PM

## **Q: Do students have to make an appointment to get help from the CBAT Communications Lab?**

A: Appointments are not necessary to receive help from a Lab tutor. However, any student without an appointment is seen on a first-come-first-served basis. Students should keep in mind that the lab is much busier during mid-terms and finals weeks, and most sessions last 30 to 60 minutes each.

## **Q: How is the CBAT Communications Lab different from the CFAA in the library?**

A: While both operate in a similar manner, the CBAT Lab specializes in business and technical communication and CBAT's required use of APA format. The CBAT Communications Lab also works with instructors in order to understand assignment requirements.

## **Q: How can students enrolled in on-line courses get access to the CBAT Communications Lab?**

A: Instructors teaching online courses have the option of opening a drop-box for their students on the CBAT Communications Lab D2L site. If you would like to request a drop-box for students enrolled in your on-line courses, please email [tarnoffk@etsu.edu](mailto:tarnoffk@etsu.edu) requesting a drop-box and attach a copy of the course's GoldLink roll so that students can be enrolled in the site.

## **Q: Can I require my students to have their papers or presentations reviewed by Communications Lab tutors prior to submitting them for a grade?**

A: Absolutely! Many CBAT instructors require students to utilize the Lab's tutors as a condition of submission for a grade. If you would like to make special arrangement for your class, please contact Karen Tarnoff ([tarnoffk@etsu.edu](mailto:tarnoffk@etsu.edu) or 439-5299).