



Virtual Writing Clinic

For all participants and fellows of the GSIS BK21 Program of Global Studies, the Virtual Writing Clinic will be offering online tutoring sessions by appointment. The VWC provides support for students of the GSIS BK21 program at any stage of the writing process. It is a free resource to all participants and fellows for any writing project: term papers, CV, memorandums, essays, presentations, applications, and so on.

Spring 2022 Editing Schedule (All editing is in Korea Standard Time, UTC +09:00) is from Apr 11th(Mon) to Oct 07th(Fri) except the midterm weeks (Apr 18th – Apr 30th) and the final exam weeks (Jun 10th – Jun 24th).

We hope the VWC will offer both editors and writers a unique opportunity for improving writing skills and critical thinking.

User Guide (Writing Clinic Policies)

Virtual Writing Clinic is by appointment, so to get started, writers need to make an appointment with editors. Editors will provide links to make appointments. Editors and writers will follow the steps below.

- Editors create slots for appointments.
- Writers choose a slot and send their materials to editors.
- Once an editor receives material, the editor will adjust a specific time for a meeting.
- Editors read and revise the materials.
- Editors and writers meet and discuss writings at the appointment date.
- Editors need to submit a report after the meeting.

In order to get successful operation of the VWC,

- Email your materials to an editor no later than 48 hours before you meet.
- Come with specific questions about your writing
- Be prepared to meet your editor.
- Writers can make a 30-minute appointment.
- Writers can only bring no more than 4,000 words.
- Writers can only make one appointment per week.
- We encourage you to cancel your appointments no later than 12 hours before the scheduled appointment.
- Once an editor completes proofread, writers and editors will meet and discuss materials after editing on online (e.g., Zoom and Google meet).
- Writers need to submit a report form after having a service to survey satisfaction.

If a writer does not appear on the appointment for no reason, the use of the VWC privilege may lose for two weeks.



Editor's Job Description

Editors need to read and edit writers' materials.

- Create an individual schedule two times per week (e.g., google spreadsheet).
- Edit writings and provide general directions for writings to improve based on each objective.
- Correct grammar and sentence structures.
- Submit a report form after each meeting to the GSIS BK21 program of global studies (gsisbk21@korea.ac.kr).