**Virtual Writing Clinic**

The Virtual Writing Clinic will offer online tutoring sessions by appointment for all participants and fellows of the GSIS BK21 Program of Glocal Studies. The VWC provides support for students of the GSIS BK21 program at any stage of the writing process. It is a free resource available to all participants and fellows for any writing project, including term papers, CVs, memorandums, essays, and presentations, among others.

**The Spring 2024** Editing Schedule (All editing is in Korea Standard Time, UTC +09:00) is from April 1 to September 30, 2024, excluding the midterm weeks (April 22—April 26) and the final exam weeks (June 17—June 21).

We hope that the VWC will provide both editors and writers with a unique opportunity to improve their writing skills and critical thinking.

**User Guide (Writing Clinic Policies)**

Virtual Writing Clinic operates by appointment, requiring writers to schedule sessions with editors to begin. Editors will provide links to make appointments. Editors and writers will follow the steps below.

* Editors create appointment slots.
* Writers choose a slot and send their materials to the editors.
* Once an editor receives material, the editor will adjust a specific time for a meeting.
* Editors read and revise the materials in advance.
* Editors and writers meet on the scheduled date to discuss the writings.
* Editors are responsible for submitting a report after the meeting.

To ensure the successful operation of the VWC, please adhere to the following rules:

* Email your materials to the editor no later than 48 hours before your scheduled meeting.
* Come prepared with specific questions about your writing.
* Writers are allotted a 30-minute appointment.
* Materials should not exceed 4,000 words.
* Each writer may schedule only one appointment per week.
* If necessary, please cancel appointments no later than 12 hours before the scheduled time.
* Upon completion of proofreading, writers and editors will convene to discuss materials online using platforms such as Zoom and Google Meet.
* Writers are required to submit a report form after receiving a service to evaluate satisfaction.

If a writer does not appear for their appointment without providing any valid reason, they may lose access to the VWC privilege for a period of two weeks.

**Editor’s Job Description**

Editors are required to review and edit writers’ materials based on the following guidelines:

* Create an individual schedule for editing sessions twice per week using tools such as Google Spreadsheet.
* Edit the writings and provide specific directions to help improve them based on each objective.
* Correct any grammar and structural errors.
* Submit a report form after each meeting to the GSIS BK21 program of glocal studies ([gsisbk21@korea.ac.kr](mailto:gsisbk21@korea.ac.kr)).

VWC Reservation link

***https://bit.ly/vwc2024***