IU OWL Email writing sessions are designed to support our Offsite and Online Learners. We offer suggestions in all stages of the writing process: planning, drafting, and revising. Students are welcome and encouraged to resubmit for the same assignment as long as you, the author or author(ity) of the text, are making deliberate revisions.

The Writing Center and Online Writing Lab do not offer proofreading services.

What is an Email session?
The Email session is a way to use our Writing Center services from a distance. It is designed to provide feedback on any writing project: papers, PowerPoints, Prezis, speeches, handouts, and posters. We also offer help with resumes and cover letters regarding parallel structure, word choice, and strong verbs. Our Writing Assistants review your paper and Email it back to you with recommendations.

Why use an Email session?
✓ Helps you with any stage of your writing process
✓ Provides a fast and easy way to receive comments and suggestions for improvement

Requirements for OWL Email sessions:
✓ A completed Email Session Sign-Up Form (located on the Writing Center website)
✓ Your paper/project that you would like reviewed

How do I submit to the OWL?
1. Fill out the “Email Session Sign-Up Form”
2. Save your sign-up form and paper in a Word compatible document (.doc or .docx). Do not send PDFs, rtf, or any other formats.
3. Attach and send both documents to owloffsite@immaculata.edu.

Then, a Writing Assistant will comment on your paper and send it back to you based on the turnaround times listed below. Comments are suggestions for revising your paper. Too, if you opted to send your instructor an Email with a summary of your session, he/she will receive it shortly after the review.

Turnaround times:
Please note that submissions are permitted at any time, but we only review papers during the following hours: Monday-Wednesday 10am-8pm and Thursday 10am-2pm.

✓ 5 pages or less: 24-hour return
✓ 6 pages – 11 pages: 48-hour return
✓ 12 pages – 21 pages: 72-hour return
✓ 21+ pages: Please call the Writing Center to notify us of your submission

If you have questions about computers, software, or attachments, please call the Immaculata University Help Desk at (610) 647-4400 x. 1234.