

Professional Document Resource for Faculty and Staff

Services

Definition...

An in-house professional resource to assist faculty and administrators with College documents.

PDR is...

- **Writing Service:** revising an original document for clarity, content, and organization.
- **Editing Service:** finding and correcting errors for grammar, spelling, and punctuation.
- **Formatting Service:** presenting information in a clean, readable, attractive format.

PDR isn't...

- Creating documents from scratch.
- Typing service.
- Performing daily, routine duties such as memos and business correspondence.

Its purpose...

The service is for on-campus documents, both large and small, that significantly impact the College.

- Examples of larger documents: grants, proposals, and program reviews.
- Examples of smaller documents: professional articles and justifications.

Is located...

SW 110-B in Stone Writing Center.

Guidelines & Procedures

Documents must be...

- **Substantial:**
significantly impacting the College.
- **Internal:**
dealing with on-campus matters; external documents are handled via College Relations.
- **College-related:**
relating to the business of the College.
- **Word-processed:**
using Word submitted on disk or via email attachment.

How it works...

- Requests should be in writing.
- Projects are logged in first-come, first-serve, unless a deadline takes priority.
- Turn-around time for completing a document is 7 days, unless document is lengthy.
- PDR provides suggestions for improvement; the responsibility for the original document rests with the person requesting the service.

Remember...

PDR is here to assist with producing professional quality College documents on time!

Contact:

Rachel Perkes at Ext. 1924 or rperkes@delmar.edu
Professional Document Resource Coordinator

Writing Centers are places for all kinds of writing.