

Follow these simple steps to submit an assignment for review!

1. **Send an email to uhhowl@hawaii.edu**

2. **In the body of your email, include:**

- Your name and student ID
- The name of your course
- The specific area you'd like the tutor to focus on (such as thesis development, organization, and/or research documentation)
- The date the writing assignment is due

3. **Attach two items to your email.** *Attachments should be Rich Text Format (RTF) if you do not use Word 97 or higher.*

- The draft writing assignment on which you would like the tutor's comments
- The assignment sheet or instructions for the assignment