

GUIDELINES FOR THE WRITING CENTER

Writing Center tutors assist you in achieving academic success. The following guidelines will help you get the most from your tutoring experience:

1. Please sign in (first and last name) on the dry erase board.
2. Please sit where you can hear the tutor call your name. Tutors will call a student's name three times before erasing his or her name from the board.
3. Please come prepared. Bring the instructor's written instructions for the assignment. It is also helpful to bring the course syllabus, the required text, and any previously graded assignments.
4. Please provide your tutor with the instructor's name, the course number, and the title of the course.
5. You may receive two 30-minute sessions per writing assignment. If you want more assistance with an assignment, Smarthinking online tutoring is available. The link to Smarthinking is in your D2L course shell under Resources.
6. Tutors guide you by discussing writing strategies and problem-solving techniques. Please note that tutors do not write, edit, revise, or proofread your paper. Tutors do not write directly on your paper. Tutors share strategies for increasing your writing skills and provide instructional handouts, web addresses, or other tools.
7. For the best results, visit the Writing Center at least two days before your assignment is due.
8. Please note that tutors do not discuss grades with you. Grades are between students and instructors.
9. Please provide a printed copy of your paper if your tutor asks for one.
10. Plagiarism is a serious academic offense. Tutors give guidance on avoiding plagiarism; uncorrected plagiarism may be reported to the instructor.
11. Tutors support you, but they do not teach course content. If a student has missed several classes, tutoring may not be helpful.
12. Writing Workshops are provided throughout the semester in grammar and mechanics. A schedule is available at the beginning of each semester.