Writing Centre Policies

Please come prepared for your session with questions; examples of issues; drafts of your paper, outline or thesis statement; and pertinent assignment details to discuss with the tutor. We cannot proofread or edit your work, but we can teach you how to do this yourself.

Tutors and students are expected to interact with one another in a polite and respectful manner. Rude, disrespectful or inappropriate behavior will not be tolerated in the Writing Skills Centre. Let’s ensure that the Writing Skills Centre is safe for tutors and writers alike!

What we ask from students:

Drop-in:

-Drop-in sessions are meant for quicker questions about grammar, syntax and formatting. That said, tutors can provide more in-depth drop-in help at their discretion.

-Students may have 2 drop-in sessions per week or a combination of 2 drop-in/appointments per week. For example, one student may attend drop-in sessions on two separate days and have an appointment on another day. ESL sessions also count towards each student’s weekly allotments of appointments (i.e. if a student has one session with the ESL tutor, that student is only permitted to have one more session at the Writing Skills Centre or with the ESL tutor that week).

-Students may have only one session (drop-in OR appointment) per day.

-Students can attend drop-in for a maximum of one hour per session.

-Students may attend drop-in sessions either by themselves or as part of a group.

Appointment:

-Appointments are meant for longer, more in-depth questions about flow, structure, organization, argument construction, thesis statements, conclusions, etc. After larger concerns are addressed, the tutor may move on to secondary concerns such as grammar, syntax, or formatting.

-Students may attend a single one hour appointment per day and up to three appointments per week. Students may also attend 2 sessions per week of either appointment based/drop-in based sessions. For example, one student may attend a drop-in session on one day and have an appointment on another day. ESL sessions also count towards each student’s daily allotments of appointments (i.e. if a student has one session with the ESL tutor, that student cannot have another session (drop-in or appointment based) at the Writing Skills Centre on the same day).
Students are responsible for cancelling unnecessary appointments 24 hours prior through their confirmation email, by emailing the Writing Skills Centre at writingskills@rdc.ab.ca or by phoning the library at 403-342-3344. More than one no-show per semester will result in loss of access to one-on-one appointments (drop-in sessions will still be available).

Students are expected to arrive at their appointments on time. Students that are more than 15 minutes late for their appointment may find that their session has been given to another student.

Please note that tutors cannot help with group work UNLESS the whole group attends. Also, tutors are not permitted to discuss take home exams, work resumes or questions relating to course content. Please avoid booking appointments or dropping in on the same day that your assignment is due; this does not give you enough time to revise any problems in your paper.