Writing Skills Centre Policies

Please come prepared for your session with:

- Questions
- Examples of specific writing issues
- Drafts of your paper, outline or thesis statement
- Pertinent assignment details to discuss with the tutor

**We won’t proofread or edit your work, but we will teach you how to do this yourself.**

Avoid booking appointments or dropping in on the same day your assignment is due; this does not give you enough time to make proper revisions!

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 our space is safe for tutors and writers alike!

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The Writing Skills Centre (WSC) offers both booked appointments and drop-in sessions. To ensure fair and equal access to the WSC for all students, the following rules apply:

- You may attend up to two appointments and one drop-in session per week; OR one appointment and two drop-in sessions per week, for a maximum of three visits per week.
  - *Exception:* since appointments are in high demand, booking three appointments in one week is not allowed. Any attempt to book a third appointment in a single week will be deleted.
- You may visit the WSC only once per day (whether by appointment or drop-in).
- Appointments with the ESL tutor also count towards each student’s daily and weekly allowance of appointments and drop-in sessions. For example, if a student has an appointment with the ESL tutor, they are only permitted to have two more sessions in the WSC that week (i.e., one appointment and one drop-in; or two drop-ins).

Drop-in:

- Drop-in sessions are meant for quicker questions about grammar, sentence structure, formatting, and citation. That said, tutors can provide more in-depth help at their discretion.
- Drop-in sessions are not one-on-one. Be prepared to share WSC drop-in with other students.
Appointments:

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

- If you are unable to keep your appointment, you are responsible for cancelling at least 24 hours prior to your appointment time by:
  - clicking the link in your confirmation email
  - emailing us at writingskills@rdc.ab.ca; or
  - phoning the Library at 403-342-3344.

- More than one no-show per semester will result in loss of access to appointments (drop-in sessions will still be available).

- Arrive on time for your appointment. Students who are more than 15 minutes late may find 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, resumes, or questions related to course content.