

# **Writing Center Expectations, Preparation, and Policies**

## **Academic Expectations**

- We encourage you to meet with your instructor to discuss assignments and content prior to a tutoring visit.
- Comply with the College Intellectual Integrity Policies with respect to plagiarism, cheating, and other examples stated in the *Student Handbook*. If you have questions, talk to an OLS staff member.
- Discipline Specific Librarians can assist you with research. Ask the tutor or go to the library's main desk for information.
- Tutors are not obligated to provide assistance with content.
- Tutors cannot sign for proof of Writing Center attendance. See a staff member in the Office of Learning Services, 173 Marano Campus Center.
- The Writing Center tutors will **not** write the paper for you.

## **Tutoring Session Preparation**

- Papers must be printed prior to session and double-spaced. Tutors will not read papers on a laptop.
- Papers should not be due the day of the session.

## **Writing Center Policies**

- Put your name and day/time on the sign-in sheet and acknowledge your presence with a tutor or desk attendant. Take a seat in the Writing Center and wait for the next available tutor.
- The maximum length of a walk-in session is one hour.
- Tutees are expected to be courteous and respectful to tutors and support staff.
- Cell phones must be turned off and put away.
- There is no group writing tutoring.
- Tutors will **not** assist with a paper that has been written by a group. Tutors will help with your individual portion of a group paper.
- The Writing Center computers are for tutor use only.
- Tutors have the right to end a session if these policies are not followed.
- Food is **not** permitted in the Writing Center. Beverages are okay.