Writing Center Tutee Expectations, Preparation, and Policies

***Academic Expectations***

* The Writing Center staff encourages tutees to meet with their instructors 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 tutees have questions, they should consult a member of the Writing Center staff.
* Discipline Specific Librarians can assist tutees with research. Ask a tutor, visit the library’s site, or go to the library’s help desk for information.
* Tutors are not obligated to provide assistance with content.
* Tutors cannot sign for proof of Writing Center attendance. However, they can stamp tutees’ papers or some other appropriate document with a Writing Center stamp for proof of attendance.
* The Writing Center tutors will **not** write the paper for tutees. Tutees are expected to be an active and engaged participant during the entire tutorial session.

***Tutoring Session Preparation***

* Papers must be printed prior to session and double-spaced. Tutors will not read papers on a laptop.
* Tutors can help tutees get started on a paper. Tutees do not have to bring a draft to a session.
* Be sure to bring the writing assignment/prompt.
* Papers should not be due the day of the session.

***Writing Center Policies***

* Walk-in tutees should put their name and day/time on the sign-in sheet and acknowledge their presence with a Writing Center staff member. Take a seat in the Writing Center and wait for the next available tutor. By-appointment tutees should confirm attendance with a staff member.
* 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.
* Tutors will **not** assist with a paper that has been written by a group. Tutors will help with a tutee’s 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.