



Writing Resource Center Rules and Guidelines

The Writing Resource Center is a pleasant place to sit and work on writing assignments and other schoolwork. To make it a pleasant experience for everyone, tutors and students must follow a few rules and guidelines.

Resource Use

- Students who use the resources, which include tutoring sessions, computers, books, and study area, must sign-in on the computer located near the entrance.
- Students must indicate which resources they are using when they sign in on the sheet.
- Students must not make any changes to the computer's settings, books, Smart Board, printer, or any other permanent materials.

Scheduling Appointments

- Appointments for the general student population are thirty minutes long.
- Appointments for students in ENGL 0990 and ENGL 1000, as well as for faculty-identified students in ENGL 1020, are forty-five minutes long, with thirty of those minutes being for one-on-one tutor-student interaction and fifteen of those minutes being for individualized activity completion.
- Students may make an appointment ahead of time, or they may drop in for an appointment if a tutor is available at that time.

Appointment Dos

- Students should come prepared with a pencil or pen, paper, a copy of the writing assignment (if one was provided), any necessary file storage devices, and any ideas, notes, or drafts they may already have.
- Students should be open to constructive comments from the tutor; likewise, tutors should provide *constructive*, specific comments when they are giving their clients feedback.
- Students—and tutors should be polite and respectful of each other's opinions and feelings. Writing can be an emotional.

Appointment Don'ts

- Students should not talk on their phones, text, or otherwise play with their cell phones during a session. They should put their phones on silent and stay focused on the tutoring session.
- Students and tutors should not talk loudly, use foul language, play music, or otherwise behave in a manner disruptive to the functioning of the Center.

Lateness, Cancellations, and Missed Appointments

- Students who are more than five minutes late for their scheduled appointment are considered absent. The tutor may use that time work with another student, if another student wishes to take that time slot.
- Students should notify the Writing Resource Center at least a day in advance if they are going to cancel appointments. Other students may wish to use that time with the tutors, especially during busy periods in the semester.

Behavior

- If a student behaves in a manner inappropriate to the WRC after being asked to stop by the staff, the staff reserves the right to ask the student to leave or to call campus security.