

WRITERS' CORNER: POLICIES AND PROCEDURES
(REVISED 25 JAN. 2011)

Rights and Responsibilities for Writers' Corner Clients:

What Do We Expect of You? What Should You Expect from a Tutorial?

1. Bring the relevant **assignment prompt** to Writers' Corner, whether or not you have a draft of your paper yet.
2. If you have a **draft** started, no matter how rough, bring it to your tutorial.
3. Come prepared to be **creative** and to generate your own ideas rather than expecting a tutor to do your thinking for you. Be ready to engage in **Q&A** and to talk about your overall **writing process** as well as the assignment.
4. **Take notes** during your tutorial session. You should be the one writing and revising your draft; the tutor will assist you, but it's your job to do the writing.
5. **If your professor requires confirmation of your visit to Writers' Corner**, please ask your tutor to **stamp your draft** at the end of your tutorial. *Tutors are not able to contact professors by e-mail or phone in order to confirm your visit. Tutorials are confidential.*
6. **Offer peer tutors the same respect that you desire from them.** Remember that peer tutors are vital members of our community, and treat them accordingly.
7. **In keeping with #6, be sensitive to tutors' time constraints.**
 - a. Allow sufficient time (generally, 15-30 minutes) for a tutorial session: don't expect a 5-minute miracle.
 - b. Be prepared to wait if there is another client in Writers' Corner when you arrive. Use the sign-in sheet to reserve your place in line, briefly catch the attention of the tutor, then wait nearby until the tutor is ready to work with you. *Except in the case of group projects, tutors work with clients on a one-to-one basis only. Clients will be helped on a first-come, first-served basis.*
 - c. Due to frequent "traffic jams" late in the evening, please arrive no later than a half hour prior to our 11:00 p.m. closing time (i.e., arrive no later than 10:30 p.m.).
 - d. Please don't ask a tutor to work later than his or her scheduled shift.

Policies for Tutors (Tutoring Ethics)

1. A text should always reflect the writer's own work and efforts; thus, a tutor should not write any portion of a client's paper. *This "primary policy" reflects our commitment to the Westmont College Plagiarism Policy, especially to avoiding collusion.*
 - For the same reason, a tutor may brainstorm ideas with a client but should not tell the client which topic to write about.
 - For the same reason, when offering advice about thesis statements, tutors should use models with different content than that of the client's assignment.
 - For the same reason, when offering advice about arrangement/organization, tutors should use models with different content than that of the client's assignment. However, tutors may also refer to clients' drafts when working on arrangement: e.g., guiding a client through a Reverse Outlining process.
 - For the same reason, a tutor should not simply proofread what a student has written. Tutors may certainly offer advice for correcting errors, including citation problems, but the majority of revision should be performed by the client. *To paraphrase Stephen North, "We are not a fix-it shop."*
2. Tutors should not criticize any assignment, nor class, nor any member of the faculty. If a client starts to express negativity on these topics, avoid implying any kind of agreement. Instead, refocus the client on the tutorial's goals.
3. Tutors should not assist a client with any assignment for which a faculty member has expressly forbidden collaborative work (e.g., a take-home exam).
4. Tutors should not guarantee or even suggest what grade a client is likely to receive on an assignment.
5. Tutors should maintain confidentiality within the context of tutor-client conversations, staff conversations, and all Writers' Corner documentation (tutorial records, etc.).
 - **Exception:** Tutors may bring concerns about clients to fellow staff members, including Prof. Skripsky. These concerns will always remain confidential within the context of Writers' Corner staff unless Prof. Skripsky determines that the concerns warrant her intervention.