

WRITERS' CORNER: POLICIES AND PROCEDURES
(REVISED 2020)

Rights and Responsibilities for Writers' Corner Clients:

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

1. Be ready to share the relevant **assignment prompt** for your writing project with your tutor, whether or not you have a draft started yet.
2. If you have a **draft** of your project, no matter how rough, share it with your tutor.
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 are in charge of writing and revising your work; the tutor will support you, but you're the writer.
5. If a professor requires confirmation of your visit to Writers' Corner, you may ask a tutor to **stamp your draft** at the end of a tutorial in VL 215, OR you may **take a screenshot** during your WCOonline tutorial to share with a professor. *Tutorials are confidential; tutors do not e-mail professors.*
6. **Offer peer tutors the same respect that you desire from them.** Tutors are valued members of our community; please treat them accordingly.
7. **In keeping with #6, be sensitive to tutors' time constraints.**
 - a. Make an appointment using WCOonline:
<https://westmont.mywconline.com/>
Except for group projects, tutors work with clients one-on-one.
 - b. Allow 30-60 minutes for a typical tutorial session. Don't expect a five-minute miracle.
 - d. Don't expect a tutor to work later than your scheduled appointment.
If you run out of time to address some of your writing concerns, scheduled a follow-up tutorial. We love working with returning clients.

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.*
 - A tutor may brainstorm ideas with a client but should not tell the client which topic to write about.
 - When offering advice about thesis statements, tutors should use models with different content than that of the client's assignment.
 - 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.
 - A tutor should not simply proofread what a student has written. Tutors often offer advice for correcting errors, including patterns of error and 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 to fellow staff members, including Prof. Skripsky. These concerns will remain confidential within the context of Writers' Corner staff. On rare occasions, Prof. Skripsky may determine that the concerns warrant her intervention.