*Consultation Guidelines and Expectations*

The goals of the Communications Center are to help you (the student) become a **better writer** and **independent learner**. Listed below are guidelines that will enhance your learning experience while you are studying in the lab. By applying these guidelines, you will accomplish academic and personal skills that will serve you for a lifetime!

I understand that…

* I will have up to thirty (30) minutes with my tutor. My tutor and I will discuss the strengths and weaknesses of my writing. However, we may not be able to address all areas of concern during the consultation. I recognize that developing my writing will happen over time, not in a single 30 minute tutoring session.
* I will need to look over my paper and revise it to the best of my ability. Some ways to ensure that it’s my best work are to: read aloud, check content and organization, and look for grammatical errors that I commonly make. I will make a concerted effort to apply the writing rules that I know. If it’s obvious that I haven’t proofread my paper, I may be asked to do so before the consultation begins.
* I am coming to the Communications Center for assistance with my writing; therefore, I will provide an assignment sheet or be prepared to discuss the assignment requirements. Additionally, I will be able to identify my class number and professor’s full name.
* With the exception of the brainstorming stage and/or drafts less than two pages, all papers must be typed.
* During the tutoring session, I need to be engaged. I can be engaged by taking notes, making modifications to my paper, highlighting sections of my paper, and asking questions. The consultant may write on my paper, but ultimately I am responsible for any changes to it.
* It is up to me to make corrections to my paper after leaving the consultant. Additionally, the consultant may ask me to complete some supplemental exercises either during or after the consultation to strengthen my writing skills.
* I need to give credit to all of my sources. I understand that plagiarism – the use of someone else’s words or ideas without credit – is a violation of the Student Code of Conduct (see policy 6Hx28:10-16) and that I may not present plagiarized work to my tutor. I also understand that my tutor cannot accept responsibility for identifying plagiarism in my paper.
* My tutor will assist me with the general principles of MLA, APA, or Chicago Style but will not proofread or correct individual citations or references in my paper. When discussing these formats, the tutor will instead show me how to use resources to cite my paper correctly. The emphasis, therefore, will be on how to use the resources.
* I will not show disrespect to my tutor or to other students by refusing to leave a tutoring session, speaking loudly, using a cell phone, or acting inappropriately in the lab.
* Having a tutor discuss my writing skills or paper does not ensure that I will get a passing

 grade.

* The records of my tutoring session will be made available to my professor.