**Consultation Guidelines and Expectations**

The goals of the Communications Center are to help you become a **better writer** and an **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!

While you are waiting, please take a moment to review the tutoring guidelines:

***I will…***

* Proofread my paper *before* the tutoring session.
* Provide an assignment sheet or be able to discuss the assignment.
* Have my professor’s full name and class number.
* Provide a typed copy of my paper unless I’m here to brainstorm or review a draft less than two pages.
* Understand that not all errors may be addressed in a 30 minute session.
* Be *involved* in the tutoring. (I can ask questions, take notes, highlight key points, write comments on my paper, use resources when needed, etc.)
* Understand that the tutor is not responsible for identifying plagiarism in

 my paper.

* Understand that any changes to the paper are ultimately my decision and responsibility. Therefore, the grade that I earn on a paper is up to me.

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| ***I will NOT . . .***  |
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| * Expect the tutor to edit the paper for me.
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| * Hand the paper to the tutor and expect him/her to direct the discussion.
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| * Show disrespect for my tutor or other students by refusing to leave a tutoring session, using a cell phone, speaking loudly, or acting inappropriately in

 the lab. |
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| * Use sources’ words or ideas without citing the information.
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**\*A detailed description of each provision is available upon request\***