

Writing Center
Lee 200

Writing Consultation Contract

There are many fallacies concerning what a writing center consultant does and does not do in a session. This contract clarifies those misconceptions to ensure a professional relationship between tutor and client.

Policies:

- Writing consultants Do NOT grade student papers. They DO NOT tell students that they will make a certain grade or even pass. Writing consultants DO praise the strengths of drafts and offer feedback about the rhetorical consequences of choices made in writing.
- Writing consultants Do NOT know everything. They DO help students to find answers to their own questions.
- Writing consultants Do NOT correct or proofread for sentence-level punctuation errors. They DO identify sentence-level errors and help the student recognize and make corrections to future errors on their own.
- Writing consultants Do NOT re-write passages for students. They DO ask questions to encourage clients to share their purposes and problems, brainstorm their way to a sense of direction, and identify their strengths and weaknesses in a draft.
- Writing consultants Do NOT only work with completed drafts. They DO assist students at all phases of the writing process, including pre-drafting, drafting, and final stages. They also help students with writing tasks outside of classroom assignments, including letters of application and other documents related to employment and educational goals.

Students can expect appointments to begin on the hour and half hour, and last for a maximum of 25 minutes. Students are allowed two sessions at the Writing Center per week. If more time is needed, we encourage students to meet with their respective instructors during office hour.

I have read the above Writing Consultation Contract and understand the rules and policies governing sessions.

Student Signature

Date