

Updated September 2016



Learning Commons

Writing Lab Guide

Writing Tutors:

- **Provide Feedback:** Whether you want to brainstorm or review a rough draft, we can help you with your papers. Our tutors provide feedback before you turn your paper in, which might help you improve clarity, grammar and organization.
- **Help You Improve Your Writing:** We strive to help you learn strategies that will improve your writing. Our goal is to provide support that helps you develop the skills needed to write confidently and independently.
- **Read Papers for All Courses:** We can help you with research papers, lab reports, journal critiques, and transfer or scholarship essays. If your assignment is a **take-home exam**, you **must** have written permission from your instructor in order to seek tutoring. An email should be sent to Kristen Raab via email at kraab@mvcc.edu.

Student Responsibilities:

- **Schedule in advance:** Make your appointment several days before you need to meet with the tutor. Writing is a process, and planning will give you time to address any areas of concern in your papers.
- **Be prepared:** When you meet with a tutor, have your assignment sheets, outlines, rough drafts, notes, and any other paperwork related to the assignment. **Please print papers before your appointments.**
- **Be ready to work:** Tutoring isn't instruction. We will not spend 30 minutes lecturing you about grammar, spelling, or organization. Tutors will help you learn by asking questions, and we expect you to have questions. You must complete readings before appointments.



Writing Tutors:

- Offer suggestions for organization and clarity on rough drafts.
- Answer questions about structure and development.
- Help students improve their grammar skills with handouts and examples.
- Discuss assignments at any stage of the writing process.
- Assist students with online library database usage.
- Direct students to citation guides and websites, explain the format when necessary, and provide feedback on completed citations.
- Discuss literature; we do not teach the material, and may not have read your assigned reading.
- Encourage students to start early, revise, and make appointments in advance.



Writing Tutors WILL NOT:

- Write, edit, or type papers.
- Sit with students as they write/type drafts.
- Allow students to drop off or email papers.
- Complete student citations.
- Help with exams or graded homework assignments.
- Assist students who are unprepared unless there are specific questions.
- Act as a replacement for a missed class.
- Predict a student's *grade* or an instructor's *reaction* to a paper.
- Make an assumption about the instructor's guidelines.
- Give students a "stamp of approval" after reading their papers.
- Agree to read your paper quickly; 30 minute appointments are required.

Appointment website: www.mvcc.edu/learning-center/tutor-appointments-online