



THE TUTORING & WRITING LAB

Main Policies and Procedures

WHAT IS THE TUTORING & WRITING LAB?

The Tutoring & Writing Lab is a **free, by-appointment**, tutoring center where you can schedule **50-minute appointments** to work with a tutor. Some Writing Counselors offer online appointments as well. Make sure you select the correct tutor/counselor; what they tutor and at what level is clearly stated next to their names.

WHO CAN USE THE TUTORING & WRITING LAB?

Any student enrolled in any credit course at AU, undergraduate or graduate, full or part-time, degree or non-degree, is eligible to use the Tutoring and Writing Lab. Students are permitted to make **2 appointments per week with the Writing Lab and 2 appointments per week per class with the Tutoring Lab**. Each appointment is **50 minutes long and ends exactly at :50**. If you feel you need more appointments, please schedule a meeting with one of the ASAC counselors.

POLICY REGARDING MISSED APPOINTMENT OR LATE CANCELLATIONS

Appointments must be **cancelled** at least **four hours prior to the appointment**. **Appointments cancelled less than four hours in advance are considered missed appointments (No-shows)**. The Tutoring & Writing Lab has a **two (2) no-shows per semester policy: after two no-shows** (missed appointments or late cancellations), **students** will not be permitted to schedule additional appointments with the Tutoring & Writing Lab. Also, if you are **more than 10 minutes late** and you don't notify the ASAC, **your appointment may be given to another student**.

HOW DOES THE TUTORING & WRITING LAB HELP STUDENTS?

A Writing Lab counselor can assist with every stage of the writing process:

- Brainstorming for your assignment
- Outlining an argument
- Writing thesis statements
- Creating smooth transitions and cohesive paragraphs
- Recognizing recurrent grammatical errors

NOTE: Experienced counselors **do not offer proofreading or editing services**. Also, counselors **cannot work on take-home exams** without the professor's written authorization.

A Tutor assists students in a variety of areas:

- Identifying their own goals and priorities
- Understanding concepts
- Practicing problems
- Identifying best study strategies

NOTE: Tutors **cannot do the students' homework** in their place and **cannot work on take-home exams, quizzes, or (for math-based classes) graded homework**. **This policy does not apply to writing assignments like papers or essays, as long as they are not take-home exams**. Students can ask their teachers to send written authorization to work on graded assignments. Professors have to send such authorization from their AU email address to tutoring@american.edu.