Contract for Tutorial Assistance

I, ________________________________, agree to respect the Writing Resource Center (WRC) and its mission by doing the following:

1. Agreeing to the procedures that have been established in order to provide quality instruction for all WRC clients:
   a. During each WRC visit, I must sign in and sign out.
   b. I may not use my cell phone in the WRC.
   c. I may not eat in the WRC.
   d. Each visit can last up to 60 minutes, depending on the amount of time that I schedule. (Note: Session times are rounded to the nearest quarter of an hour—15, 30, 45, or 60 minutes.)
   e. I will not make more than five (5) appointments within one week and no more than one (1) appointment per day (meaning I will make an appointment after I complete an appointment).
   f. After each tutorial, I will make my next online appointment. If I make multiple appointments within a day, my appointments will be deleted.
   g. Although walk-ins are accepted, appointments are preferred. If I am 5 minutes late for an appointment, I will forfeit my scheduled time.
   h. Tutorials will not take place when workshops are being conducted.

2. Bringing my assignments

   - I will provide the WRC staff with the assignment instructions for which I am receiving tutorial assistance.
   - I will schedule my appointments several days prior to due dates.
   - I will participate in the WRC Process (taking pre/post tests, submitting writing samples, etc.)
3. Working independently
   - There may be times when I will be asked to sit alone and brainstorm, free write, draft, or revise an assignment.
   - I may be asked to do worksheets or take practice tests.
   - If my writing consultant/tutor assigns homework, I will do it.

4. Expressing my original thoughts and abilities
   - I understand that the WRC staff is here to assist me in developing my own ideas and language skills, not to think or write for me.
   - I understand that I may need to schedule more than one session for a particular assignment.
   - Writing consultants/tutors will not proofread (mark corrections throughout paper), edit (make changes to), or write my papers for me.
   - Writing consultants/tutors will only identify patterns of grammatical errors and/or developmental issues, offering suggestions and sharing rules on how I can remedy such problems.
   - I understand that ultimately, I am responsible for the grade that I receive on my assignment, not my consultant/tutor.

5. Cooperating with the WRC staff
   - After each session, I will permit my writing consultant/tutor to photocopy assignments for which I have received tutorial assistance.
   - I understand that each WRC consultant/tutor reserves the right to prematurely end my session if I am unprepared, if I am unwilling to cooperate, or if he/she believes that the objective of the visit has been met.

_____________________________  ___________________________
Signature/Date                  Major and Classification

_____________________________  ___________________________
Student ID Number               Professor/Contracted hours
(if applicable)

(Phone number/Email address)    Rev. 5/5/14