RRCC Writing Tutoring: Expectations and Policies

Expectations/Policies for Student Use of Writing Tutoring*

- The Writing Center is available to registered RRCC students and RRCC employees.
- Writing Center will provide guidance in all aspects of the writing process and in all writing-oriented work/research, across academic disciplines.
- Writing Center will be available to help students with non-course-related academic writing (scholarship essays, applications, etc.) and also non-academic writing, both professional (resumes, cover letters, etc.) and personal.
- Students may create appointments with any tutors in any of the three major tutoring formats (in-person, online, Drop-N'-Go), except with tutors who, for accessibility accommodation, have qualified for exemption from one or another format.
- Students will be entitled to Writing Center tutoring that is as accessible, inclusive and equity-oriented as possible within the constraints of writing tutor spaces, technology and personnel.
- Students will be entitled to writing tutoring proof-of-attendance, as required by their instructors or assignment prompts.
- Students should expect, in the case that they need Writing Center proof-of-attendance, to receive a follow-up email/notification copy of the session report produced by the tutor in MYWCOnline, which it will be their responsibility to relay to their instructors as proof.
- Students may expect, in the case that they need CPZ-English session proof-of-attendance, to receive a paper copy of the CPZ proof-of-attendance form to present to their instructor.
- Tutoring sessions in Writing Center will be limited to 50 minutes. CPZ-English tutors will be available for 50 minutes/student at least, but those sessions may exceed 50 minutes, at the discretion of the tutor and as needed by students.
- Students are expected and encouraged to bring their instructor's writing assignment prompt, as well as any written work (drafts, outlines, etc.) that they have already created, to the session.
- Students will be expected to engage with their writing tutors, contributing their own independent effort, throughout the duration of each session.
- Students will be limited to a maximum of two sessions per day.
- Students will be limited to one session per assignment per day.
- Students will be limited to a maximum of three sessions for any given assignment.
    - Exemptions for this rule will be allowed on a case-by-case basis, either 1) for students with much lengthier "single-assignment" projects, or 2) for personal

writing and non-class-related work, or 3) for accessibility accommodation for those who qualify. In the first two cases, the call will be at the discretion of the tutor and in the final case, it must be approved by Learning Commons and Tutoring Department leadership in collaboration with RRCC Accessibility Services.

- Enforcement of the 3-session limit policy will be the responsibility of Learning Commons and Tutoring Department leadership who, once notified by a tutor that a fourth (or greater than fourth) session has been made for the same assignment, will cancel the appointment and reach out directly to the student to re-articulate the policy.
- After three Writing Center appointment no-shows, a student's MyWCOnline account will be automatically deactivated, and will need to be reactivated by Learning Commons/Tutoring Department leadership, following a conversation between the student and Writing Center operational coordinator.

Failure of Students to Adhere to Expectations/Policies*

- In the event of a failure by a student to recognize and/or abide by the expectations and policies of the RRCC Writing Center/writing tutoring, they may be subject to the following, as determined on a case-by-case basis:
    1) Temporary removal of access to Writing Center and/or writing tutoring resources, pending inquiries by and conversation with Learning Commons and Tutoring Department Leadership