

## **Writing Lab Student Assistance Guidelines**

The following guidelines are offered to correct students' misunderstandings of the role of the Writing Lab.

### **Grammar/Usage Homework**

In assisting with homework, the Writing Staff will not check or correct the student's work for any graded assignment. However, the staff will

- explain any general concepts that need to be understood in order for the student to complete the assignment,
- create practice sentences to illustrate the concepts,
- suggest and review worksheets related to the homework assignment,
- explain any items missed on a previously graded assignment.

### **Grammar/Usage Tests**

The Writing Lab staff will explain any general concepts misunderstood by students on their graded tests and offer practice tests/materials for the student to complete. The Writing Staff will not assist with take-home tests.

### **Out-of-Class Essays (ESL Classes)**

The Writing Lab staff will not proofread out-of-class essays for ESL students. The writing staff will

- answer questions about essay format,
- answer questions about thesis statements and topic sentences,
- assist students with brainstorming activities.

### **Out-of-Class Essays**

The Writing Lab staff will not proofread out-of-class essays that are graded assignments. The writing staff will

- answer questions about essay format and thesis statements,
- answer specific questions about usage.

### **Essay Revisions**

The Writing Lab staff will assist students with essay revision. Such assistance will include

- explanations of errors made on the graded essay,
- suggestions of ways to avoid such errors in the future.

### **Practice Essays**

The Writing Lab staff will suggest topics for students who wish to write extra practice essays in the Writing Lab. The staff will read and mark such practice essays and offer suggestions for future writing assignments.

### **Research Papers**

The Writing Lab staff will not proofread a student's research paper. However, the staff will

- answer questions related to proper use of quotations and in-text citations,
- answer questions related to proper format for works cited pages and reference lists (including use of electronic sources),
- answer questions related to research paper organization and thesis statements,
- answer specific questions about usage.