

Writing Collaboratory

Policies & Procedures

By utilizing our services, all students agree to abide by the following policies and procedures:

Hours: Monday – Thursday: 10:00 am until 7:00 pm.

Phone: 908-852-1400, ext. 2400.

Email: collaboratory@centenarycollege.edu

Website: www.centenarycollege.edu/collaboratory

General Policies

- The Writing Collaboratory is not a drop off editing service. Students must come prepared to engage in an active conversation about his or her writing.
- Students may make an appointment by phone, via email, or in person.
- We strive to maintain a welcoming, clean environment. All students and staff are expected to respect and contribute to supporting a clean space.
- Unless engaged in a tutoring session or working on a piece of writing, students are asked to utilize the waiting area.

Resources Policies

- There are two computers available for students' use for research or typing.
- All style guides and resources are for use in the Collaboratory only. Resources may not be borrowed or removed from the space for any reason.
- The Collaboratory hosts conversation groups several times a week that are open to all members of the campus community. Days and times will be posted in the Collaboratory.

Consultation Policies

- **Start Times** - All consultations are scheduled to begin at a quarter past the hour: 10:15, 11:15, etc. and are scheduled for 30 minutes but can be extended to 45 minutes (at the tutor's discretion). The last appointment available will be 6:15 pm.
- **One-to-One Consultations** - each consultation will involve one tutor and one tutee. The only exception to this policy is for group papers. If the assignment has more than one author, all group members must be present for the consultation.
- **Assigned Tutor Policy** - Students may not switch tutors without prior consent from the front desk staff. All tutors have received equal training and are all suited to tutor in any field or any type of writing.
- **Tutor Availability** - There are at least two tutors available during each time slot.
- **Drop Ins** - There is one drop-in slot per hour. Students are allowed one drop-in appointment per week.
- **Overuse Policy** - Students are allowed a maximum of two (2) scheduled appointments per week.
- Students may bring papers in digital or hard copy for consultations.
- Every tutee will have a folder. The tutor should collect this folder from the front desk staff before every consultation. Attached to the folder will be a Post Tutorial Notes sheet and a Consultation Evaluation form.

Post Session Policies

- Tutees will evaluate the tutor after every consultation by filling out the form and depositing it in the box located on the front desk.
- Post tutorial notes should be filled out by the tutor immediately following a consultation. Tutors should write succinct notes that are legible because they will be viewed by other tutors and possibly professors.
- Post tutorial notes cannot be shared or sent to a professor without the tutee's express consent. Tutors will ask about sending said notes at the end of every consultation.

Lateness, Cancellations, and Missed Sessions Policies

- **Lateness** - If a student arrives ten minutes (or later) past his or her appointment time, he or she forfeits the appointment and will have to reschedule for another time, schedule permitting. Frequent tardiness will result in the student being banned from making appointments for the rest of the semester.
- **Cancellations** - If a student cannot make it to a scheduled appointment, he or she must notify the Collaboratory (via phone, email or in person) before the scheduled appointment time.
- **Missed** - If a student fails to show up for an appointment and does not notify the front desk staff, this will count as a “no show”. If a student has three (3) “no shows” in a semester he or she will be banned from using the Collaboratory’s services for the rest of that semester.