

# Writing Lab Use Policies

The Arkansas Tech University Writing Lab serves all currently enrolled students – on-campus, commuter, on-line, eTech, ELI, and high school concurrent students. Given the limits of tutor resources, some policies on Writing Lab use are necessary:

- On campus faculty, visiting instructors, and graduate assistants may require all the students in their class to visit the Writing Lab. However, student arrivals need to be spread out over the Writing Lab workweek, which is Monday to Friday from 1PM to 5 PM. As a courtesy, composition instructors should inform the Writing Lab Manager of these required visits. *Please do not send your entire class to the Writing Lab if you cancel class.*
- Concurrent instructors should avoid requiring all their students to submit to the Online Writing Lab simultaneously. They should encourage the submittals to be spread out over the Writing Lab workweek so as not to overwhelm the tutors with mass submittals. As a courtesy, concurrent instructors should inform the Writing Lab Manager of these required online submittals.
- Face-to-face tutoring sessions are more effective than online submittals. On campus students should be encouraged to visit the Writing Lab rather than submit online. Concurrent students are welcome to visit the Writing lab.
- The Writing Lab will give priority to walk-in students over reviewing online submittals. Walk-in students are served on a “first come first served basis.” There are no appointments.
- A tutoring session with a beginning composition student will be typically 15 minutes but may vary depending on the student’s needs.
- The Writing Lab, as a goal, will attempt to respond to online submittals by the next class day. This is a goal, and longer response times will occur if Writing Lab usage is high.
- Online writing submittals should include the name of the composition instructor in charge of the student. This is requested in case the Writing Lab Manager needs to communicate or provide feedback to the instructor.
- Upper level and graduate course term papers, draft thesis or dissertation documents, and conference papers or journal articles, because of their length and complexity, may require several tutoring sessions to complete the review. Tutors are empowered to manage the session time offered

and schedule follow-up sessions. The Writing Lab is not a proofreading or editing service for these longer papers.

- The Writing Lab's mission is to help beginning writers become better critical thinkers and communicators. The tutors will give priority to principles of written communication as applied to the genre essays. For the argumentative essay, thesis statements, topic sentences, and argument evidence and logic to produce clearly written presentations of the paper's ideas and arguments are stressed. The tutors will also teach writing as a process – prewriting, writing the first draft, and revision. Tutors may be able to assist with library research tools and MLA, APA, Chicago Manual of Style use.
- The assignment instructions are useful to the tutors. Please ask your students to bring those along with their draft for review.
- Lower order issues such as grammar, spelling, and punctuation are not given priority in tutoring session. Tutors may mark these errors but may not have time to discuss all of them. Sentence structure errors such as comma splices, run-on sentences, and sentence fragments will be addressed.
- The Writing Lab tutors may be able to help composition instructors with focused remediation where a student has a gap in knowledge and understanding or is making repetitive errors. Please communicate with the Writing Lab Manager to discuss the remediation request and arrange the Writing Lab visit.