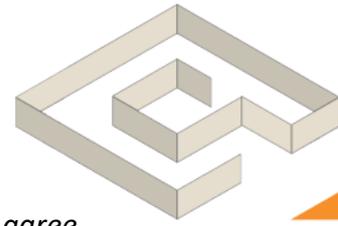


BISLA Learning Center



Students requesting help from Peer Tutors are asked to read and agree to the following policies:

B I S L A
Liberal Arts College

1. Peer tutoring sessions are no more than 30 minutes for one paper.
2. A student agrees with the tutor in advance by email and sends the paper they wish to work on as an attachment.
3. A student may make no more than one appointment per day and three appointments per week.
4. The student must bring two copies of their draft to the session; one copy will be retained by the Learning Center as a record of the student's visit and for training purposes.
5. The student will come prepared with a writing utensil and assignment sheet (if necessary). They will also be ready with the questions they have about their writing assignment.
6. Sessions will last no more than 90 minutes; during that time the student and the tutor will focus on one area of the writing process at a time.
7. Tutors cannot evaluate or assign a grade to a student's paper. Only faculty can evaluate student writing.
8. **The student is responsible for his or her paper and all decisions made during the session.** The student must be an active participant in determining the shape and nature of the session.
9. **Tutors cannot write, edit, or proofread papers for students.** They will not correct grammar or provide alternative vocabulary. Tutors may use, or refer students to, educational software available online to help a student with grammar and/or vocabulary.
10. **Tutors will prioritize their feedback as follows:**

High Priority	Mid-Priority	Low Priority
Does it answer the question?	Development	Grammar
Focus	Organization	Word Choice
Arguments/Ideas	Coherence	Citations
Support/Evidence	Transitions (linking)	Layout
Audience/Purpose		

11. The Learning Center tutors will only help students working on their own original work. If someone is discovered to have brought plagiarized work to a tutor, that student may no longer request help from the Learning Center.
12. Grading policies, grades, and/or instructors will not be discussed.
13. Because tutoring sessions are confidential, tutors will not discuss students' work with any third party other than the Writing Lab supervisor for the sake of seeking feedback guidance.