

Writing Center Expectations

When using our services, students are expected to be aware of, understand and agree to the following guidelines.

Students understand that:

- tutoring is provided to help students become better writers and communicators. Tutors **will** support learning and answer questions, but they **will not** simply “fix” a paper– they do not edit, proofread, or spell-check.
- the tutor’s role is one of **general support** and the ultimate responsibility for all work as to correctness, completeness, and responsiveness to the instructor’s requirements rests with the student.
- students must be **currently enrolled** in the SCC classes for which they receive tutoring.
- students must schedule appointments or submit essays to the Electronic Essay Review Service (EERS) before the due date to **allow sufficient time** for feedback and revision.

Students are aware that:

- they may receive up to **one (1) hour** of individual tutoring per day.
- they may request **proof** of tutoring attendance (for example, to be sent to an instructor).
- they may submit an essay for EERS review up to **three (3)** times per individual assignment.
- EERS submissions will be returned within **two (2) business days**.

Students agree to:

- abide by Writing Center **tutoring policies** (on next page).
- demonstrate **mature, respectful** behavior toward all Writing Center technicians, tutors, and staff as well as fellow students.
- develop **specific** questions or concerns about their writing rather than vague requests for help (e.g., “Does it flow?” or “Is it good?”).
- **provide copies** of drafts, assignment materials, or research as necessary.
- respond to Writing Center communications via Canvas, email, phone or other media in a **timely manner**.
- accept **responsibility** for their own academic performance.

Writing Center Tutoring Policies

Tutoring Services are free to current Scottsdale Community College students.

For tutoring in all subjects

- Students may receive a maximum of 1 hour of tutoring per day
- Students may self-schedule or call the Writing Center to make a tutoring appointment for the first available time.
- Students may not receive tutoring for classes taken at other colleges regardless of concurrent enrollment at SCC
- Students who accumulate **two (2) “no shows”** (missing or showing up late without calling) are **no longer eligible to self-schedule appointments** for the semester. Students may still call to request an immediate opening, if available.

English

English tutoring can help students become better writers and communicators. Tutors can assist students with organization, grammar and usage, and other aspects of writing. Although they offer suggestions for improving essays, tutors will not write papers, make corrections for students, or proofread entire essays.

- English tutoring sessions are 30 minutes or 1 hour
- English tutoring is available online, via Canvas EERS submission, and in person (when campus is open)
- Students may receive tutoring for any SCC writing assignment, not just those assigned in English classes

ESL

Students studying English as a Second Language may receive assistance with any aspect of their courses, including writing assignments, pronunciation practice, and conversation skills.

- ESL tutoring sessions are 30 minutes or 1 hour
- ESL students may receive tutoring for any SCC class assignment

Reading and Study Skills

Reading tutoring can support the development of reading comprehension and study skills. Tutors can teach students pre-reading strategies; support improvement of reading comprehension, fluency, and speed; assist with vocabulary building; and provide a variety of note-taking methods and test-taking strategies.

- Reading tutoring sessions are 30 minutes or 1 hour. Students may receive study skills and reading tutoring for any SCC assignment

Spanish

Spanish tutors can assist students with homework exercises, test preparation, pronunciation practice, and conversation skills.

- Spanish tutoring sessions are 30 minutes or 1 hour
- Spanish tutoring is available online, via Canvas EERS submission, and in person (when campus is open)

Communication

COM tutoring can help students plan, develop and practice speeches, understand & meet assignment requirements, and learn the content better for course assessments. COM tutoring is available for students currently enrolled in ANY communication class at SCC.

- COM tutoring sessions are 30 minutes or 1 hour