Reading and Writing Lab
Tutoring Guidelines

● Come Prepared to Work

The Reading and Writing Lab is not a proofreading service. We employ highly skilled tutors to assist students with any issues and/or questions they may encounter in a liberal arts course. Any meeting is meant to be a learning experience in addition to an academic support service.

● Come With Enough Time

If you are seeking assistance with a writing assignment that is due in 24 hours or less, we will try to help you but realize that your session is likely to be less rewarding. Writing is a process that requires the production of multiple drafts, and regardless how much a tutor helps you there will still be things left for you to work on. Also, if you need help immediately and can’t visit the Reading and Writing Lab please visit SMARTTHINKING, an online English tutoring service provided by the university. You can access the service through Blackboard.

● Come With Proper Materials

Issues with reading and writing assignments often stem from confusion about the nature of the assignment or the instructor’s expectations. In order for tutors to fully understand what is being asked of you, please provide both the assignment prompt and the course syllabus. Also, if you are seeking help with a paper that you have already started writing make sure to bring either two printed copies or a copy on a USB flash drive for editing purposes. Printing services are available in the library.

● Come Visit Us Often...But Not Too Often

The Reading and Writing Lab is here to serve you. As a part of the UDC academic support network, you should never hesitate to visit and utilize our multifaceted services. However, we do request that you come no more than three times in one week. This is because after every tutoring session you need time to revise on your own and/or absorb what was learned during the session. In addition, tutoring sessions will ordinarily be thirty-minutes, but you can schedule appointments for up to an hour long session at asc@udc.edu. Make sure to include your contact information as well as a brief description of the issue(s) you are having.