The Writing Center Policies

Location: Virtual only
Hours: M-Th | 12:00-5:00pm
www.callutheran.edu/writing-center
writingcenter@callutheran.edu
IG @callutheranwritingcenter
805-493-3257

Student Expectations

Please review the following expectations, all of which support our mission and further your continued learning.

1. Appointments: All appointments are virtual this summer. Each appointment is 50 minutes long. If a longer time is needed, we can assist you with making additional appointments. No back-to-back appointments are permitted. For group consultations, all members must be present for the appointment to begin.

2. Preparation: Please be prepared for your session by having specific writing-related questions and all necessary course materials available, including a copy of the paper, prompts, outlines, research, and a rubric (if available).

3. Late Policy: As a part of our distraction-free environment, The Writing Center does not tolerate lateness. If you are more than ten minutes late for a 60-minute time slot, your appointment will be canceled, and you will be marked as a no-show for that appointment. If you are late or absent for more than three appointments, without cancelling them ahead of time, your scheduling privileges are revoked through The Writing Center Online scheduler. To reinstate use, you must have a meeting with the Assistant Director or Director.

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1. Support Writer Development: The Writing Center is not an editing or proofreading service; instead, our mission is to support the growth and potential of each writer at any stage of the writing process. Writing consultants will provide revision-oriented feedback rather than line-by-line editing. Students cannot leave papers to be ‘corrected' by a consultant.
2. No Grading: Writing consultants cannot discuss a grade you have received or anticipate a grade you may receive. Professors assign grades, not writing consultants. Writing consultants also cannot offer judgement or interpretation of a professor’s written feedback.

3. Right of Refusal: Writing consultants have the right to refuse to work with a client if he or she requests assistance beyond the scope of the center, becomes hostile towards the consultant, makes inappropriate advances, disregards the rules of the center, or is not a current or former member of the CLU community.

4. Confidentiality Policy: The Writing Center has a strict confidentiality policy that requires all student work, conversations and comments to remain in the center. We will not share your work or personal information without your explicit consent.

5. Proof of Attendance: Upon request, we can provide students with proof of attendance email directly to the professor (cc-ing the student) stating that the student had a session in The Writing Center on a specific date. Paper and stamp will no longer be provided.

To Schedule an Appointment:

1. Log In: MYCLU
2. Then, under Tools, click:
3. Choose a WHITE open slot and click on it
4. Complete the registration window with your information
   a. Remember to note if you would like an asynchronous or synchronous appointment
   b. For group appointments, please include the names of all group members.
   c. Type in your concerns or questions in the comment box.
   d. For asynchronous appointments, be sure to upload your paper (MS Word format) and your prompt (any format). If available, you can upload a rubric as well.
5. Save the appointment at the bottom by clicking on “Create Appointment.”

Helpful Resources:
- CLU Writing Center Resources – https://www.callutheran.edu/students/writing-center/resources.html
- OWL Purdue Citation Guides – https://owl.english.purdue.edu/owl/section/2/
- Writing in the Disciplines Guides – https://writingcenter.fas.harvard.edu/pages/briefguides-writing-disciplines