

Writing Lab Policy-Pt.1

By signing up for Writing Lab services,

1. Students are responsible for their own work and for the work they submit in their classes.
2. All writing work brought to an appointment for consultation must be printed on paper. Students must bring their assignment criteria, notes, and draft. Work brought in on a laptop or emailed will not be accepted (contact writing@algonau.ca if you have a special requirement).
3. Students are limited to **one appointment per day** (1x30 mins. or 2x30 mins. for the week; alternatively 1x60 mins.). Additional appointments will be made by the Instructor.
4. Appointments are limited to **6** appointments per student/term prior to the Instructor's approval.
5. If you need to cancel an appointment, cancel on booking.algonau.ca at least 24 hours in advance. If you must cancel on the day of the appointment, please email the Lab at writing@algonau.ca.
6. Students who are more than 10 minutes late to an appointment will lose the appointment. Drop-in appointments may be seen during unused or cancelled appointments on a first-come basis.

Writing Lab Policy-Pt.2

students agree to the following terms:

7. Failure to attend **2** scheduled appointments means the student will not be able to use the Writing Lab's services (at Instructor's discretion).
8. Rescheduling and requests should be directed to the Writing Lab Instructor at writing@algonau.ca.
9. If a student is referred to the Lab by a Faculty member, a record of the appointment will be kept and forwarded to that Faculty member.
10. The Writing Lab Instructor will keep a record of each student's appointment visit, including the course, subject, and assignment being discussed, areas for improvement, and recommendations given. These records are for the sole purpose of student development and in tracking the total number of students by subject and year of study for statistical reporting.
11. The Writing Lab Instructor is not responsible for any unethical, non-academic behaviour such as plagiarism committed by the student, for marks that are awarded, or for coursework performance.
12. The Lab Instructor will follow a policy of non-interference with Faculty-Student relations regarding grades.

The Writing Lab



Helping students reach their goals

The Writing Lab is a free service available to all Algoma University registered students in any discipline of study.

The goal of the Writing Lab is to help students improve the writing skills they need to be successful at the university level.

The Instructor Helps With:

- Reviewing work in progress, such as parts of essays, drafts of assignments, and components of a paper;
- Explaining grammar, sentence structure, punctuation, and logic and coherency;
- Discussing revisions and suggestions for writing development;
- Showing students how to self-edit their writing by discussing editing and revising techniques;
- Plagiarism education through proper documentation, citation, and research skills, including **APA, ASA, MLA, Chicago**, and other discipline styles of citation.

But Not With:

- Writing, proofreading, or editing your assignment for you; and not with guaranteeing a specific grade for you.
- Instructor and student collaborate together to find solutions to writing problems.
- The Instructor does not assist with content-related issues.

Appointments

Go to booking.algomau.ca and choose the **Writing Lab** link:

1. Select the date and time on the booking form; enter student username and password.
2. Fill in your **first and last names** and **course code** in the 'Brief Description' field. Select 30 or 60 minutes.
3. Click 'Save' to register your appointment.

Can't Find the Time You Want?

Email writing@algomau.ca if you would like to be added to the Waiting List.

Brampton and Timmins Only

Email your draft with instructions, and include the course code, instructor's name, your year of study, location, and due date to writing@algomau.ca

Other Services

Free supplements are available on the Lab's CMS page.

Types of Writing

- Essays, paragraphs, short answers;
- Written presentations, reports, articles, Literature Reviews;
- References lists, in-text referencing;
- Book reports/reviews, annotated bibliographies, and other forms of academic writing.
- Longer writing assignments will be reviewed in sections, three pages at a time; further appointments will be assessed at the Instructor's discretion.
- Take-home exams and midterms are NOT permitted without express consent of course instructor.

Contact and Location

Instructor: Marissa Ross
Office: WW306 Wishart Library
Email: writing@algomau.ca
CMS key: writing