

Writing Centre General Guidelines

JIBC Policies

- The Writing Centre adheres to the following JIBC Policies:
 - Student Academic Integrity ([Policy 3207](#))
 - Harassment Policies ([Policy for Students 3203](#) & [Policy for Employees 2308](#))
 - Student Code of Conduct ([Policy 3205](#))
 - Accommodation of Students With Disabilities ([Policy 3209](#))

Accessibility & Code of Conduct

- **Accessibility:** The Writing Centre strives to ensure that its services, workshops, and events are accessible to students with disabilities.
 - If students require accommodation to access Writing Centre services, please contact the Writing Centre Facilitator at writingcentre@jibc.ca or the Disability Services Manager at studentresources@jibc.ca with your request.
 - Student confidentiality is respected: Students are **not** expected to disclose their disability information with Writing Centre staff to receive accommodations.
- **Code of Conduct:** Communication between Writing Centre staff and participants should be respectful and professional.
 - Students are expected to act in accordance with both the Student Code of Conduct and the Academic Integrity policies when accessing Writing Centre services. Disrespectful communications will not be tolerated.

Services

- Services offered by the Writing Centre are for educational purposes only.
 - Services are intended for supporting students improve their academic writing skills.
 - Services are outlined in more detail in *Unit 2: Writing Centre Services for Students & Faculty*.
- The Writing Centre offers supplemental writing support but cannot provide feedback on grades or interpret instructor's comments or marking criteria. Students with questions or concerns about grading should consult their instructors or markers directly.
- The Writing Centre is **not** an editing service.
 - Students must make all changes themselves.
 - Peer tutors will not provide students with "how they would write the paper."
- The Writing Centre is not a plagiarism check service.
 - During assignment review services, the Writing Centre will review students' in-text and reference citations for adherence to APA Style.
 - The Writing Centre does not have access to plagiarism checking software, such as SafeAssign, and does not screen student assignments for plagiarised material.
 - If a student has concerns about plagiarism checking software, the Writing Centre recommends that they speak to their instructor.
- All supports offered are for JIBC classes only.

Artificial Intelligence (AI)

- The Writing Centre follows instructor, department, and school policy on students' use of AI. When permitted, the Writing Centre encourages students to ethically use AI as an educational tool.
 - Currently, the Writing Centre is part of the team reviewing AI Use and JIBC Policies. See the [AI Guide](#) for additional information.
- The Writing Centre does not use or provide students' work to generative AI.
 - Students who are concerned with their work being used in conjunction with AI are encouraged to contact the Writing Centre Facilitator via email.

Student Guidelines

- **Saved Submissions:** The Writing Centre promptly destroys any saved student papers at the end of each term.
- **Student Confidentiality:** Writing Centre staff will protect the personal information relative to those whom they tutor in line with Institutional and FOIPPA Guidelines.
- **Individual Differences:** Writing Centre staff will respect cultural, individual, and role differences, including those based on age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status.
- **Student Fairness:** Writing Centre staff will exercise reasonable judgement and take precautions to ensure that their biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.

Food, Drink, and Technology

- No food or uncovered drinks are allowed in the Writing Centre. Covered drinks are permitted.
- Cell phone use is permitted during Writing Centre appointments, however:
 - Calls must be taken **outside** the room/virtual meeting space.
 - Appointment time **will not** be extended to compensate for phone call time.
- It is the student's responsibility to ensure that devices used to review assignments are operational. Peer tutors will not provide personal devices for students to work on. Chargers are not offered by the Writing Centre.
 - If chargers or laptops are needed, please contact the JIBC Library. It is the student's responsibility to sign out and return all library equipment.
 - Appointment time **will not** be extended to compensate for time spent loaning equipment/charging devices. It is the student's responsibility to arrive prepared to Writing Centre appointments.