

Writing Centre Guidelines: Peer Tutor Meetings

Scheduling Meetings

- Meetings are scheduled Monday to Friday, between 9 AM and 4 PM, based on Writing Centre staff's availability.
 - Meetings can take place online or in-person.
- Meetings must be scheduled by emailing writingcentre@jibc.ca
 - Meetings without email confirmation from the Writing Centre can be subject to cancellation.
 - It is the student's responsibility to schedule and maintain meetings.
 - If a student can no longer make the meeting, it is their responsibility to cancel or reschedule at the earliest notice possible.
 - If a student does not show up to their meeting within 15 minutes, it will be cancelled, and the student is considered a "no show."
 - Students who arrive late to their meeting will not be given the full hour, as it is their responsibility to arrive on time.
- Meetings require a minimum of 2 business days to be considered for scheduling. It is the student's responsibility to plan ahead and schedule writing support.
 - Meeting requests with less than 2 business days' notice might not be able to be accommodated.

Meetings

- Meetings with the Writing Centre staff are 1 hour.
 - Writing support will not continue after the meeting has ended.
 - Multiple assignments can be discussed at one meeting, but the meeting is still one hour. Time is not extended for multiple assignments.
 - Group meetings are not extended to have additional time.
- Students **must** book a meeting for writing support exceeding 15 minutes.
 - Walk-in help is not guaranteed.
 - See the Events guidelines for more information on event times.
- Meetings to discuss feedback on assignment drafts require students email their draft to the Writing Centre a minimum of 2 business days **prior** to the meeting.
 - The student will receive written feedback via email after the meeting.
- Meetings to discuss beginning or planning an assignment must provide the assignment guidelines a minimum of 2 business days **prior** to the meeting.
- Students can schedule one meeting per week.
- Meetings, online or in-person, are not recorded. Recording meetings is not permitted for confidentiality reasons.
- Students can request a specific tutor, but there is no guarantee that they will be available. Students are encouraged to take notes during the meeting.

Group Meetings

- Students can schedule a meeting as a small group for either group assignments or multiple students with individual assignments.
- For students scheduling a group meeting with individual assignments:



- General guidance will be provided, but full papers will not be reviewed. It is recommended that each student choose 1-2 sections of the paper that they feel would benefit the most from the meeting.
 - Group sessions cannot exceed three students. Students are limited to one assignment each per meeting.
- For students scheduling a group meeting with a group assignment:
 - Have one person from the group contact the Writing Centre and share the meeting details with the rest of the group. Multiple contacts can make scheduling difficult.
 - The meeting will be limited to the one group assignment; additional assignments require additional meetings.
 - The group meeting does not count toward an individual student's weekly meeting limit.