Policy Number: AA031EN
Last Review: Fall 2023

1. PURPOSE
   AUP is committed to providing excellent academic support services to its students. The primary purpose of the AUP Writing Lab is to guide students to become better writers in the university setting. The AUP Writing Lab engages and trains students as Writing Lab Tutors who provide individually tailored sessions to help their peers succeed. This policy outlines the role and responsibilities of undergraduate tutors.

2. WHO IS AFFECTED BY THIS POLICY
   Students

3. POLICY STATEMENT

   Purpose of the AUP Writing Lab
   - AUP Writing Lab tutors are interested in helping students develop skills and acquire knowledge to foster their independence as writers capable of editing their own texts.
   - The AUP Writing Lab emphasizes teaching students rather than proofreading or "fixing" papers. To this end, both the Writing Lab Director and his/her team of carefully trained undergraduate tutors make every effort to ensure that tutorial sessions are directed at least as much by the student's questions and input as by the instructor's suggestions, and that writers are invested with ultimate ownership of and responsibility for their own texts.
   - The AUP Writing Lab team emphasizes building students' confidence in their ability to meet the standards of the academic discourse community and is designed to enable students to establish both intellectual and personal connections that will be valuable to them throughout their studies at AUP.

   Writing Lab Tutor Obligations
   - Writing Lab Tutors observe senior tutors and the Writing Lab Director for one semester before taking appointments on their own.
   - Writing Lab Tutors visit FirstBridge classes as well as all EN classes at the beginning of each semester to explain the services provided by the AUP Writing Lab (give a five-minute presentation based on the "class visit guidelines"). They must arrange with the teaching professor in advance of these visits.
   - Tutors make classroom presentations upon a professor's request at any point throughout the semester.
   - Tutors are also asked to:
     - complete the Tutor's Training Manual and observe at least six sessions before starting to tutor;
     - submit a short biography and photo for the Writing Lab's website and Facebook pages;
     - maintain the Writing Lab's website and Facebook page;
     - help with preparing handouts, planning workshops, etc. when there are no students needing assistance;
     - keep abreast of current Writing Center pedagogy;
     - attend bi-monthly 'team' meetings and workshops.

4. RESPONSIBILITIES
   The Writing Lab Director oversees the tutors.

5. DEFINITIONS
   Writing Lab Tutors are undergraduate students with demonstrated excellence in writing.

6. APPROVALS & HISTORY
   This long-standing policy was reviewed in Fall 2023. The next review will take place in Fall 2025.

7. ISSUING OFFICE AND CONTACT
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