Shackouls Technical Communication Program (TCP)
Writing Tutor Policies and Guidelines

This document explains the policies governing the professional interaction between Shackouls TCP writing tutors and engineering students.

1. Typically, writing tutors are English or communication students; as such, they have little if any engineering background or knowledge, and they obviously read and respond to student writing from this lay/non-expert perspective. Students should not expect tutors to read their documents for content-related issues at an expert level.

2. Writing tutors work with engineering students on professional writing tasks, including all types of course writing assignments, theses, dissertations, application letters, and resumes. These documents do not need to be completed drafts – tutors can help students at any stage of the writing process. Tutors do not work with students on writing that is unrelated to professional/academic engineering endeavors.

3. Writing tutors must have access to assignment information for the student writing they are reviewing. Because even technical writing can be a subjective activity, tutors need to read a student's writing in the context of an instructor's specific requirements and expectations. Hence, students must provide writing tutors with relevant writing-assignment information.

4. **Writing tutors do not grade student papers**, though they may recommend grades to an instructor if requested. They provide feedback on the strengths and weaknesses of student writing and offer suggestions on how documents can be improved.

5. **Writing tutors do not correct or revise student writing**, whether for grammar, mechanics, style, or content. They do help students identify problems in grammar, mechanics, style, and (when possible) content and offer suggestions on how students can remedy these problems.

6. **Writing tutors upload all documents to Turnitin.com** to help identify potential problems with use of reference material (except where Turnitin is already used in the student's class). As such, students must provide tutors with an electronic copy of the document in question (Word document or PDF).

7. **Writing tutors are responsible for letting students know when their documents can be returned to them**. These turnaround times obviously depend on the tutors' own class schedules, the length and complexity of the document in question, and the current workload. Students must allow sufficient time for tutors to review their work and must not expect unreasonable turnaround times.

If you have questions or concerns about the Shackouls TCP Tutoring Program, please contact **John Brocato**, Shackouls TCP Coordinator, at brocato@engr.msstate.edu, at 662-325-1493, or in McCain 202.