Concordia University Graduate Writing Center Policies

Consultation Policy

Our Graduate Writing Center (GWC) consultants collaborate with online and on-ground graduate students to build students’ confidence as writers and help them develop effective writing skills. We work with students to identify their writing concerns and areas for improvement, and we do our best to provide supportive, constructive feedback. Your presence at the GWC and what you share with us is valued, appreciated, and confidential. We know it takes courage to share your writing, and we respect all cultures, identities, and points of view.

Consultants at the GWC are not proofreaders. We are here to help with the writing process. This may include brainstorming ideas, organization, development, mechanics, and style. Our goal is for you to become a proficient and independent writer.

Anticipate a 50 minute meeting with your consultant. Come prepared with your writing sample, the course syllabus, the assignment instructions, and rubric if applicable. You may make up to two appointments per week with a consultant. If you are meeting with a consultant virtually, please have these items ready to share via the web conference. Submit your writing sample via a Microsoft Word document.

Students are strongly encouraged to plan ahead and contact the GWC well before an assignment is due. If you wait until “the last minute,” GWC consultants may not have time to meet with you, or they could find significant issues with your paper that you may not have time to address, such as poor organization or insufficient support for your thesis.

Code of Conduct

Writing consultants strive to create a welcoming environment for all individuals. We will provide professional level instruction and assistance to those who seek it. In this environment, students and consultants are expected to behave respectfully toward each other. Rude and offensive behavior, including the following, should not be tolerated by either party:

- Obscene language
- Overly personal comments or questions
- Sexually suggestive language or behavior
- Aggressive language, threats, or personally belittling or disparaging comments
- Racial, ethnic, or gender-based slurs or insults
- Pranking
- Extreme impatience

Writing consultants aim to protect student privacy, however, any GWC staff may report inappropriate behaviors to Student Affairs or a student’s program head if deemed a violation of any university codes of conduct. Reporting inappropriate behavior does not violate any privacy concerns as long as the content of a writing consultation is not shared.
Consultants **will:***

1. Help you identify areas for improvement in your overall writing style and the organization of your paper.
2. Listen and provide feedback as you discover and explore new thoughts and ideas.
3. Provide guidance and interpretation of assignment.
4. Interpret previous assignment feedback.
5. Help you clarify your audience and their needs.
6. Assist with developing your thesis statement or research question.
7. Identify patterns of error in grammar and offer advice and strategies to improve your proofreading and editing skills.
8. Provide citation assistance.

Consultants **will not:**

1. Take credit for your assignment.
2. Write any portion of your assignment.
3. Provide subject matter feedback or expertise.
4. Edit or provide line-by-line proofreading of your assignment. We can identify patterns of errors and instruct you on how to fix these yourself.
5. Work without your presence. All tutoring sessions are interactive and require the physical or virtual presence of the writers. Remember, our goal is to help you become a better writer.

Please bring to your appointment:

1. Your written assignment (this can be an incomplete draft or even just notes and ideas if you haven’t started writing yet). Note that consultants will not review more than 10 pages of your paper per appointment/session.
2. Course syllabus.
3. Assignment instructions and/or rubric if provided.

Please be prepared to:

1. Talk about your writing concerns for the assignment and discuss what you hope to accomplish during the consulting session.
2. Read portions of your paper aloud or have them read to you by the consultant.
3. Take detailed notes so you can continue working on your own after the session.