

Writing Lab Policy-Pt.1

By signing up for Writing Lab services, students agree to the following terms:

1. Students are responsible for their own work and for the work they submit in their classes.
2. All writing work brought to an appointment must be printed on paper for consultation. Students must bring their assignment criteria, notes, and draft. Work brought in on a laptop or emailed will not be accepted (contact writing@algomau.ca if you have a special requirement).
3. Students are limited to **one appointment per day** (1x30 mins. or 2x30 mins. for the week), and up to two appointments made in advance. Further appointments will be made with the Instructor's assistance.
4. If you need to cancel an appointment, cancel on booking.algomau.ca at least 24 hours in advance. If you must cancel on the day of the appointment, please email the Lab at writing@algomau.ca.
5. Students who are more than 10 minutes late to an appointment will be seen at the Instructor's discretion. Drop-in appointments may be seen during unused or cancelled appointments on a first-come basis.

Writing Lab Policy-Pt.2

6. Failure to attend two scheduled appointments means the student will not be able to use the Writing Lab's services (at Instructor's discretion).
7. Rescheduling and requests should be directed to the Writing Lab Instructor at writing@algomau.ca
8. If a student is referred to the Lab by a Faculty member, a record of the appointment will be kept and forwarded to the Faculty member.
9. The Writing Lab Instructor will keep a record of each student's appointment visit, including the course, subject, and assignment being discussed, areas for improvement, and recommendations given. These records are for the sole purpose of student development and in tracking the total number of students by subject and year of study for statistical reporting.
10. The Writing Lab Instructor is not responsible for any unethical, non-academic behaviour such as plagiarism committed by the student, for marks that are awarded, or for coursework performance. The Lab Instructor will follow a policy of non-interference with Faculty-Student relations regarding grades.

The Writing Lab



Helping students reach their goals

The Writing Lab is a free service available to all Algoma University registered students in any discipline of study.

The goal of the Writing Lab is to help students improve the writing skills they need to be successful at the university level.

What the Instructor Does

The Instructor helps with:

- Reviewing work in progress, such as parts of essays, drafts of assignments, and components of a paper;
- Grammar, sentence structure, punctuation, and logic and coherency;
- Discussing revisions and suggestions for writing development;
- Showing students how to self-edit their writing by discussing editing and revising techniques;
- Preventing plagiarism through proper documentation, citation, and research skills, including **APA, ASA, MLA, Chicago**, and other discipline styles of citation.

...and Does Not Do

The Instructor will not write your papers, proofread them, edit them, or guarantee a specific grade for you. Instead, the Instructor and student collaborate together to find solutions to writing problems. The Instructor does not assist with content-related issues.

Appointments

Students are permitted to make **two** 30-minute appointments in advance. The Instructor will recommend follow-up appointments as needed.

Go to booking.algomau.ca.

Choose the [Writing Lab](#) link and do the following:

1. Select the date and time on the booking form; enter student webmail ID and password.
2. Fill in first and last names, the subject of the appointment, and Algoma University webmail email. Click 'Save'.

Off-Site Campus Students

Email your assignment in a Word document file **at least 2 days** before the due date (earlier the better) to writing@algomau.ca. Send your **assignment criteria and due date** so the Instructor can help you in a timely fashion. The Lab Instructor will make comments and suggestions, and email them to you based on schedule availability.

Types of Writing

- Essays, paragraphs, short answers;
- Written presentations, reports, articles, Literature Reviews;
- References lists, in-text referencing;
- Book reports/reviews, annotated bibliographies, and other forms of academic writing.
- Longer writing assignments will be reviewed in sections, three pages at a time; further appointments will be assessed at the Instructor's discretion.

*Take-home exams and midterms are NOT permitted without express consent of course instructor.

Campus Writing Wednesday Workshops are also held each semester.

Contact and Location

Office: WW201B

(Library, 2nd floor)

Email: writing@algomau.ca

Web: www.algomau.ca

CMS key: writing

Tel: 705-949-2301 ext.4226