



## Writing Program

### *Mission Statement*

The Writing Program supports the academic mission of Eastern Mennonite University by promoting excellent writing across disciplines. The program advances EMU's faith mission by its commitment to building community, promoting cultural awareness, and motivating action through language. Students and faculty work together to develop writing habits of mind and heart that foster creativity and effective communication.

### Graduate & Professional Studies Writing Center Policy Paper for Graduate Writing Tutors

EMU graduate programs desire writing tutoring for all graduate students as needs arise. This includes developing a graduate student writing culture wherein all students realize the value of having another pair of eyes on their papers and that readers of our writing make our writing better. Writing tutoring, therefore, is not only to strengthen reading and grammar skills but is intended to provide graduate students with feedback regarding intended audience and purpose. EMU faculty believe that all students can learn to be better skilled writers.

To this end, following are policies that guide student/tutor interactions:

1. Graduate tutors will have a 16-week contract. Tutors will not provide sessions past the last day of the 16<sup>th</sup> week.
2. Graduate students may not be tutored by an undergraduate writing tutor except for specific circumstances when deemed appropriate by the course professor and the Writing Program director.
3. Sessions may be held face-to-face, in Zoom or Skype venues, or in asynchronous appointments via e-mail or Google Doc.
4. Length of sessions: As much as possible, sessions should be focused on a particular reading or writing issue in order to maximize the session. When possible, limit tutoring sessions to 30 minutes. We realize that in certain situations, one hour is preferable in order to provide an overview of a lengthier paper. No session should exceed one hour.
5. Students may make two appointments per week.
6. At the discretion of the graduate tutor on duty, students may be tutored as part of a group in order to facilitate tutoring a common focus.
7. At the discretion of the graduate tutor on duty, the tutor may hold "café-style" tutoring sessions where the tutor may work with multiple students, rotating among them.
8. As appropriate each semester, graduate tutors will trade off walk-in hours with appointment hours in order to work with a greater amount of students.