

# Writing Support Desk: Policies

## Be on time for your appointment.

- If you are late for your appointment, your spot may be offered to another student.
- Should you be unable to attend an appointment, please provide 24-hours' notice (call: 519-253-3000 Ext. 3472 or email: [writingsupport@uwindsor.ca](mailto:writingsupport@uwindsor.ca)).
- If you miss more than 2 appointments without sufficient notice, your access to the service may be suspended until you arrange a meeting with the director of the Student Success Centre.
- In order to ensure that all students have access to the service, each student is allowed only 1 appointment per day and 2 appointments per week.
- 'Trading' your appointment slot with a friend is not permitted.

## We support only the highest level of academic integrity.

- It is difficult for advisors to determine when ideas in your paper have been taken from other sources if they are not properly quoted/paraphrased/summarized and cited.
- Alert your advisors to sections of your paper that have been reproduced from other sources so that you can receive feedback on your citing and referencing strategies.

## The Writing Support Desk is not a proofreading service.

- We will read through and help to correct a portion of your work during each consultation; however, the goal of the service is to improve your writing skills through individual instruction, not to simply edit your work.

## We can only review take-home exams with the express permission of your instructor.

- Note that Bylaw 31 forbids seeking assistance with take-home exams without the permission of your instructor. If you need grammatical help with an exam, *written permission from your instructor is required.*

## We do not help with resumes or personal writing.

- We do not assist with personal writing (i.e., resumes and cover letters; personal statements; grant proposals; email writing, grad or employment applications, etc.). For assistance with resumes, please email [resume@uwindsor.ca](mailto:resume@uwindsor.ca); for other types of personal writing, speak to your academic referees for guidance.

The Writing Support Desk will:	The Writing Support Desk will not:
<ul style="list-style-type: none"><li>• Review student writing at any stage, from brainstorming, to drafting, to final edits.</li><li>• Provide strategies for each stage through one-on-one consultations, workshops, and online resources.</li><li>• Act as a resource for questions about grammar, argumentation, formatting, and referencing.</li></ul>	<ul style="list-style-type: none"><li>• Provide copy editing services.</li><li>• Consult on take-home exams without the express written permission of your instructor.</li><li>• Help with resumes, or application letters.</li><li>• Estimate your grade on a particular assignment.</li></ul>

**Thank you for your cooperation!**