Writing Support Desk (WSD): Policies and Procedures

Arrive on time (or early).

If you've booked a consultation, arrive on time and let the advisor know you've arrived. If you're late for an appointment, the advisor may offer the consultation to another student. If you know you are going to be late, email or phone ahead of time.

We expect 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.

The WSD will review as much of your paper as we can during a half-hour session. However, our goal is not to simply edit your paper but to teach you effective writing strategies. With this in mind, our focus will be on explaining suggested changes rather than simply editing the paper. Bringing a graded paper with comments can be helpful if you are looking for instruction on specific issues and ways to improve.

We can only review take-home exams with your instructor's permission.

Note that Bylaw 31 forbids seeking assistance with take-home exams without the express permission of your instructor. To do this, simply email your instructor and copy the Writing Support Desk in the email (writingsupport@uwindsor.ca), and ask your instructor to include us in his/her reply.

Personal Writing.

We do not assist with personal writing, such as resumes and cover letters, personal statements, or grant proposals unless they are a requirement for a class. Please visit Career Development and Experiential Learning for help with resumes, or speak to your referees for guidance with personal statements.

AI-Generated Content

The WSD does not provide feedback on AI-generated content.

Thank you for your cooperation!