Boca SLC Writing Lab Tutoring Services

Room: BT 207    Phone: 561.862.4485

Fall & Spring Hours: Monday – Thursday 8-8, Friday 8-4, Saturday 10-3
Summer Hours: Monday – Thursday 8-8

The Writing Lab is a valuable resource for students who need assistance with writing, grammar, and reading assignments. Tutors are available by appointment to provide individualized tutoring on writing, grammar, and reading skills, provide guidance, and refer students to lab resources. Tutors are not editors and will not edit papers for students, but they can help students learn to become better editors of their own work. Students are ultimately responsible for their own work.

**TUTORS WILL:**

- Help students focus on topics
- Ask questions to clarify ideas
- Encourage logical order and coherence
- Point out examples of repeated structural and mechanical errors
- Help students to become proficient editors
- Refer students to lab resources
- Assist students while they work in the Lab

**STUDENTS WILL:**

- Suggest their own topics and ideas
- Reword their own sentences
- Find their own mistakes after examples have been pointed out by the tutor
- Edit and proofread their own papers
- Take responsibility for their own writing
- Type their papers before coming to the Lab for help

The writing process takes time. Students who need extensive help with papers should plan to meet with a tutor several times for the assignment. Students are permitted three 30-minute appointments per assignment (an initial appointment and two follow-up appointments scheduled for different days). Students should make their first appointment several days before the assignment is due in case additional revisions and appointments are necessary.

Prior to the appointment, students should review the Appointment Checklist that is available on the Boca SLC Writing Lab website and is also available in the Lab. After the appointment, students may also ask for an appointment verification form to present to their instructors.

***Please note that the tutors cannot discuss the grade an assignment was given, nor can the tutors anticipate the grade an instructor may give on an assignment. Tutors also cannot review papers that students drop off; students must be present during the tutoring session.***