VU ELC 1-to-1 Writing Consultations Policies

WC Appointment Schedule and Policies
The WC Coordinator will make appointments and keep the appointment schedule. Before you arrive for a session, please have clear objectives in mind and bring along a copy of the material you wish to work on.

If you would like to schedule another session, please use the ELC website. We cannot guarantee you will meet with the same consultant. But you may make a request.

A WC client who misses three appointments during a semester will not be scheduled for any further WC sessions during that same semester.

What the WC Offers and Expects of Writers:

- If a writer registers online for a session, we do everything we can to facilitate a consultation. This policy means that we try to schedule the writer for the next available appointment.
- Undergraduate students may schedule up to three (3) appointments per week.
- Graduate students may schedule one (1) appointment per week.
- Faculty and staff may be scheduled on an as-needed basis by the Coordinator.
- No client may schedule more than one (1) appointment for the same day.
- No client may schedule an appointment to last longer than the standard 50-minute session.
- Writers do not need to have a completed draft before they make or attend an appointment. However, they must bring a hard copy of the material they wish to work on – laptop material will not be used.
- Writers must determine with their class instructor whether or not it is appropriate to use WC services for assignments and take-home exams, as described in the honor code: www.cas.vanderbilt.edu/bsci111b/honor-excerpts.htm.
- We encourage students to meet with multiple consultants, though we try to honor specific requests.

(Over)
• Writers may schedule appointments no more than two (2) weeks in advance, except for over long breaks, e.g. December, summer.
• Writers must make their own appointments.

What the WC Does Not Offer:

• The ELC WC does not provide editing or proofreading services (i.e. a writer cannot drop off a paper and pick it up later with corrections, and a writer cannot sit passively through a session in which a consultant “corrects” a paper). We can, however, help a writer learn how best to edit or proofread his/her own work.
• WC consultants never discuss scores or grades, or make evaluative comments about assignments or instructors during WC appointments or in conversation with writers or other consultants.
• The WC does not make standing appointments over the course of a semester or an academic year.
• Consultants may refer clients to the VU Writing Studio (www.vanderbilt.edu/writing) if they determine the client’s main needs involve organizing and presenting their ideas in writing and her/his written language (e.g. grammar, punctuation, word choice, word order) is otherwise adequate.

VU ELC 1-to-1 Writing Consultations:
http://www.vanderbilt.edu/elc/programs/1-to-1-writing-consultations.php