Grammar Lab in The Learning Resource Center
Appointment and Walk-In Policies

Though each appointment is unique depending on the student’s concerns, students and consultants have the following rights:

Students have a right to expect that the grammar consultants/tutors who meet with them will be prepared to:

- Give them their full appointment time.
- Act as a reader-audience and discuss the clarity of the writing, not fix it.
- Model active learning strategies.
- Encourage a collaborative discussion.
- Allow them to maintain ownership of their ideas.
- Offer instruction about how to identify and fix their most common language errors.
- Share suggestions for how to proofread their writing.

Consultants have a right to expect that students will come prepared for a successful appointment by:

- Arriving a few minutes early to fill out paperwork.
- Bringing a printed writing sample, if possible (not on laptop).
- Shutting off their cell phones.
- Thinking about specific concerns they want to address during the appointment.
- Actively participating in the discussion.
- Being receptive to and trying out alternative ideas and/or approaches.
- Asking for clarification when they don’t understand a consultant’s response.
- Realizing that consultants do not edit student papers; they teach students how to recognize their own errors and edit for themselves.
- Recognizing that all their concerns may not be addressed in one 50-minute appointment because grammar instruction is a process. A series of appointments may be suggested.

Appointment Length: 50 minutes

Walk-In Sessions: Available on a limited basis when other students do not check in on time for their scheduled appointments. Although you will be asked to fill out forms, filling them out does not guarantee you a session that day. Since these sessions are based on “no shows,” students who take a walk-in session might have 40 minutes or less with a consultant. Waiting times vary, and walk-ins are offered on a first-come, first-served basis. Walk-in tutoring is never guaranteed.

Number of Appointments Per Week: Students are limited to one appointment per week; however, if you feel you need more time, you may sign up for a walk-in session up to a total of one session per day. Walk-in sessions are not allowed on the same day as a scheduled appointment.