

Student Learning Centre Policies

1. Appointments

1.1 Appointments will be a maximum of 45 minutes per session.

1.2 Appointments cancelled with less than 24 hours' notice:

- Will be counted as a no-show.
- Will result in one session taken off the semester total.
- After three no shows, a student will be barred from accessing the Student Learning Centre's (SLC) service for the remainder of the semester.

1.3 For writing/study skills appointments: Students may have up to two sessions per week with a semester total of 12 sessions.

1.4 For math/physics/engineering/chemistry appointments: Students may have one session per week with a semester total of 12 sessions.

Note: If a student reaches the number of maximum appointments and would like to request additional appointments, s/he may email the SLC manager with a brief explanation to obtain permission at studentlearning@uoit.ca.

2. Workshops

2.1 Students are expected to pre-register for workshops using the Student Life portal.

2.2 If registration is full, students may be placed on the waiting list.

2.3 If a student is placed on the waiting list, an email notification will be sent at least 24 hours in advance if a space becomes available. If an email is not sent, then the student is not registered for the workshop.

2.4 Workshop cancellations must be done at least 24 hours in advance. Failure to do so will result in a no-show being documented.

2.5 After six no shows, students will no longer be able to attend further workshops for the remainder of the semester.

2.6 In an effort to keep workshops interactive, there is normally a maximum of 12 to 36 students per workshop, depending on the nature of the workshop.

2.7 SLC-led workshops are interactive by their nature. Students who attend these workshops should be prepared to actively participate and, if requested, bring current assignments or notes, as appropriate.

2.8 Students are responsible for arriving on time to a workshop to ensure understanding of all material presented.

3. Learning Communities (Drop-in Help)

3.1 Student must sign-in and may be asked for student ID. Student information is not shared; rather it is used to help the Student Learning Centre improve service delivery.

3.2 Writing Room

3.2.1 Consultations are normally 15 minutes in length.

3.2.2 Printed copies of assignments are required for consultations.

3.2.3 Students are encouraged to use the Writing Room as a workspace. If the space is busy, students may be redirected to an alternate study space.

3.3 Math Study Hall, Physics Space, Chem Corner

3.3.1 Academic Subject Specialists and/or Peer Tutors circulate the room to assist with questions.

3.3.2 Students may be expected to wait and are encouraged to work on their own or with other students while waiting for assistance.

3.3.3 Students are encouraged to use the Math Study Hall, Physics Space, Chem Corner, and Engineers' Ring as a workspace. If the space is busy, students may be redirected to an alternate study space.

4. Student Responsibilities

4.1 Students are encouraged to take responsibility for their learning. Therefore, they are asked to bring relevant course related materials (e.g. assignments, textbooks). Questions or concepts should be ready for discussion at the time of their appointment.

4.2 For writing appointments:

4.2.1 Students must draft their own work and prepare printed copies. Writing is a process; to learn the fundamentals of writing, students must have drafts and be able to see the changes they have made. Drafts should be documented.

4.2.2 The SLC does not edit papers. Academic Subject Specialists do not edit or write papers for students; they teach students how to become proactive learners and give feedback on areas where students can improve their writing.

4.2.3 The Academic Subject Specialist will only review a student's written draft once. If a student wants to work on the same assignment in a follow up appointment, he or she must implement the necessary revisions discussed in the previous appointment.

4.3 For graduate student writing appointments, it is recognized that there is a dual responsibility; graduate students are accountable for content and structure, while the writing specialist will help with the writing process.

4.4 Students are responsible for printing assignments before an appointment. Printers are located in study areas.

4.5 The SLC staff will not work on assignments that are due the same day.

4.6 The role of the Academic Subject Specialist is distinct from that of the Teaching Assistant (TA). Students may be referred back to their course instructor or TA for more specific course-related support.

4.7 Academic Subject Specialists will not make comments on a student's grade, nor will they advocate on behalf of the student.

4.9 Take-home exams will not be reviewed by SLC staff.

4.9 Online Writing Appointments:

4.9.1 Online appointments are bookable on the Student Life Portal.

4.9.3 Two to five pages of an assignment will be reviewed during an online or email appointment. Students may request help with two to three issues per appointment.

There are two types of online writing appointments available for students:

- **Email appointment:** Email appointments are available with Academic Subject Specialists and are scheduled during an available appointment slot on the Student Life Portal. When an email appointment is finished, the student will receive feedback on the assignment within one business day. All feedback will be sent by email using the appropriate software.
- **Live online session:** Live online appointments are bookable through the Student Life Portal and take place on Adobe Connect or Google Meet. A link with instructions will be provided in the appointment confirmation email. A microphone, earphones and wired connection are recommended.

5. Peer Tutor Appointments

5.1 Appointments will be a maximum of 45 minutes per session. Appointments should be made in advance, especially during peak times (a few weeks prior to midterms and final exams).

5.2 Appointments **must** be made at least 24 hours in advance. During peak times (midterms and finals), students are encouraged to book a session well in advance to guarantee an appointment.

5.3 Students may have up to two sessions per week with a semester total of 12 sessions.

5.4 Some Peer Tutors have drop-in hours: designated times when the Peer Tutors briefly meet with students on a first-come, first-served basis. During drop-in hours, the Peer Tutors will be available in-person. Drop-in appointments are usually 15 minutes in length.

5.5 Appointments cancelled with less than 24 hours' notice:

- Will be counted as a no-show.
- After three no shows, a student will be barred from accessing the SLC's service for the remainder of the semester.
- Will result in one session taken off the semester total.

5.6 All appointments will be conducted in the SLC or in a pre-assigned meeting room. Students are responsible to check the location when booking an appointment.

5.7 During daytime hours, two students may attend the same appointment at the discretion of the Peer Tutor. During the evening, there will only be one student per appointment.

5.8 The Peer Tutor and student must sign the Peer Tutoring Agreement at the first appointment.

5.9 Peer Tutors will provide explanation and demonstration where appropriate, but **will not act as an editor or corrector**. The role of the Peer Tutor is to facilitate the student's learning, and will not provide answers for assignments, proofread papers or write papers for students.

5.10 The role of the Peer Tutor is distinct from that of the Teaching Assistant (TA). Students may be referred back to their course instructor or TA for more specific course-related support.

5.11 Take-home exams, distance papers from other institutions, papers for publication, resumes and cover letters will not be reviewed by Peer Writing Tutors.

End of term guidelines:

At the end of term here, it's important to be aware that students sometimes bring take home exams to individual appointments or the Writing Room.

Peer Writing Tutors can address the issue as follows:

1. Peer Writing Tutors should always look at the assignment instructions with the student. If document says "take home exam," it is one.
2. If a Peer Writing Tutor determines that a student has brought in a take home exam, explain that instructors expect students to work on these individually without any help just as they would complete an in-person exam. The difference being that the student is given extra time, and the exam can be completed outside of the classroom.
3. Helping students with a take home exam is a clear case of academic misconduct which could have serious repercussions for both the student and the Peer Writing Tutor.
4. A Peer Writing Tutor may provide general tips or suggestions on writing, for example, tips on developing a thesis statement, suggestions about using specific instead of general support, etc.

5.12 Peer Writing Tutors must use printed copies of papers when assisting students with editing skills.

5.13 During writing appointments, Peer Tutors may use the laptop for research and citation purposes.