

**Herbst Academic Center  
Policies for Reviewing Written Work**

\*\* Do not alter the student's voice – this is a violation of NCAA rules. \*\*

**The tutor's primary objective is to help a student become a better writer by the end of the semester, not to produce a perfect paper by the end of the tutoring session.**

Revising work – content such as ideas, phrasing, organization

Reviewing work – mechanical issues such as grammar, spelling, formatting

**The tutor should:**

**Not accept an emailed copy of the work.** The student should provide you with a hardcopy of the paper. Tutors may not respond with corrections via email.

**NEVER write on a student's paper.** The student should make corrections on his/her draft copy.

**Not accept a paper dropped off for review.** Revision takes place in an active session between the tutor and the student. The student must be physically present and actively engaged.

**Engage the student when proofreading.** Student MUST be present during proofing of paper. Have student read the paper aloud or read it to the student.

**Never rewrite sentences for students.** Never edit, alter, refine or correct. Help the student see where writing may be improved.

**NEVER sit at the keyboard.** Only the student should work on the computer, writing a paper. The student must type/write their own paper without a tutor present.

**Teach the student.** Improve the individual writer, not the individual writing.

**(For Mentor Tutors Only)**

**Make a photocopy of the paper.** The tutor can mark his/her copy, not the student's copy. Keep a copy of the draft, with your comments, for your records. At the top of the paper write your name, the date, and that you reviewed the paper.