

Writing Associate Guidelines

Writing Associates are trained Writing Center tutors who work with students within a given W-course. Writing Associateships are most successful when Associates' duties are clearly defined, their class-attendance is regular and their sessions with students are strongly encouraged by the professor.

Guidelines

- 1) Faculty who are given an Associate are obligated to require at least one mandatory tutorial session for every student as part of class requirements.

- 2) Writing Associates are not paid for tutoring sessions when the student does not show up, so in-class sign-up sheets rather than open office hours are better. Writing Associates are not allowed to grade papers, nor are they allowed to write written comments on them; however, tutors ordinarily comment on student work during individual tutorial sessions.

- 3) There is a departmental cost of \$100 per Writing Associateship. The Writing Program and the Provost's Office will contribute the rest of the Associate's salary up to \$300. Should the professor request more than 35 hours of work throughout the semester, additional monies must be supplied by the department. It is the responsibility of the department to provide the Associate with reading or other instructional materials.

- 4) The majority of the Writing Associate's 25 to 35 hours should be spent working with students on their writing, but Associates also get paid for meetings with the professor, any classes they attend, and prep time for workshops. Faculty members should guarantee a minimal number of hours of work so that the Writing Associate is used productively.

Recommendations

Open communication between the Writing Associate and faculty member is crucial for a successful Associateship, especially as Associates are not always present in class. Ideally, the Associate and professor would meet weekly— to discuss student progress, plan tutorial schedules based on the timing of writing assignments, communicate about writing goals and expectations, and arrange for the Associate to attend class when necessary.

Associates should not be asked to complete written coursework and are not expected to attend every class. It is advantageous if they read pertinent course materials and attend class regularly; once a week seems to work well. This way, they orient themselves within the course context.

Please direct any questions you may have to Dr. David Rosenwasser and Dr. Jill Stephen, Co-Directors of the Writing Program, or to Brian Borosky, Assistant Director of the Writing Center.