

Success at Southern/TRIO-Student Support Services (SSS) Tutoring Writing Agreement

- Our TRIO-SSS writing tutors provide strategies and guidance to help TRIO-SSS students become more effective writers. Our goal is to help you improve your overall skills rather than only “fix” one specific paper.
- We are not a proofreading or editing service. However, we can assist with proofreading and editing strategies that help you learn to recognize and correct grammatical errors independently.
- TRIO-SSS Writing tutors can offer suggestions for revision based on a professor's comments; however, they will not predict, explain, or assess the validity of a grade on an assignment. We encourage students to take questions regarding grades directly to their professors.
- We can best assist you if you bring both your assignment and assignment guidelines. You can bring these in any format (printed, on your own computer, on a flash drive, saved online, etc.), whatever works best for you!

Behavior with a TRIO-SSS Writing Tutor

- During sessions, students are asked to refrain from using their cellphones.
- Students are expected to respect others in the TRIO-SSS Lab. Individuals who fail to follow the directions of the staff or who engage in behavior such as academic dishonesty or disruptive conduct may be asked to leave and/or be subject to disciplinary action by the University.
- All visitors to the TRIO-SSS Lab are expected to follow the SOU Student Code of Conduct.
- These rules apply in person as well as on zoom or other meeting forms.

Date of Request

Date of Review

Date of Return

TRIO-SSS Tutor Name

TRIO-SSS Student Name

Course

Paper Assignment

Paper Assessment				
Reviewing Options	Student: use this box to check no more than 2 areas that you want the writing tutor to review with you.	Tutor: use this box to initial which items you have reviewed with the student.	Student: Use this box for comments.	Tutor: Use this box for comments.
Brainstorming Discussion on ideas of interest.				
Choosing a Topic Discussion on paper requirements and some suggestions on appropriate topics.				
Organizing an Essay Organizing essay main ideas into paragraphs through an outline, and discussion on research.				

Paper Assessment

Reviewing Options	Student: use this box to check no more than areas that you want the writing tutor to review with you.	Tutor: use this box to initial which items you have reviewed with the student.	Student: Use this box for comments.	Tutor: Use this box for comments.
Introductions Outline of introduction, topic sentence, and transition.				
Thesis Statements Expanding and narrowing of thesis statement.				
Research Assistance locating appropriate research based on course instructions.				
Outline Outline of paper with topic sentence, thesis, and transitions.				

Paper Assessment

Reviewing Options	Student: use this box to check no more than areas that you want the writing tutor to review with you.	Tutor: use this box to initial which items you have reviewed with the student.	Student: Use this box for comments.	Tutor: Use this box for comments.
Body Paragraphs Organization, topic sentences, evidence, and transitions.				
Conclusions Outline conclusion summarizing most important facts.				
Grammatical Errors Capitalization, Commas, transitions between sentences and paragraphs.				

Paper Assessment

Reviewing Options	Student: use this box to check no more than areas that you want the writing tutor to review with you.	Tutor: use this box to initial which items you have reviewed with the student.	Student: Use this box for comments.	Tutor: Use this box for comments.
Voice and Content Use of active voice, staying on topic, and use of appropriate language.				
Style APA, MLA, Chicago, ASA.				
Citation and Reference Tutor will assist student with looking up proper formatting.				

Other considerations:

Appointments

- Appointments can be scheduled online click [HERE](#)
- You may have no more than **two** sessions a day. We recommend that you take time between sessions to revise your work.
- Students who miss 2 appointments without canceling will be blocked from making additional appointments for the remainder of the semester. Please make every effort to cancel an appointment ahead of time by emailing us promptly.
- TRIO-SSS Writing tutors will work only with the writer - no exceptions. To do a session for a group paper, all members of the group must be present and writer must be an ACTIVE TRIO-SSS participant.
- TRIO-SSS writing tutors staff *does not assist students with exams, take-home or otherwise.*