SST Writing Mentorship Center

Guidelines for Students seeking Writing Assistance

To ensure that we are able to see you, please make an appointment in advance by emailing us at writing@asu.edu or calling (480) 727-3670. We take walk-ins if we are not busy.

1. Students are expected to actively participate for the entire session.

2. Computers and desks are for the use of student and mentors during a session only. No student is permitted to use office computers without a writing mentor.

3. All students must sign in and fill out an intake form and bring a description of their assignment with them.

4. To receive a copy of your intake form for extra credit, you must bring a rough draft and complete an entire session (15 minutes at minimum depending on assignment length).

5. Non-SST majors can only receive help with SST courses. SST majors and minors can receive help with any courses for which mentors are qualified to help.

6. Office hours end at 4:00pm Monday-Thursday, and last appointments must begin by 3:30pm. Office hours end at 2:00pm on Fridays, and last appointments must begin by 1:30pm.

7. Students who request help with assignments that are due on the same-day must bring a typed, completed draft to the appointment. Otherwise, the appointment will be cancelled.

8. For comments on papers longer than 6 pages, a complete draft must be submitted to the mentor at least 3 business days prior to the appointment. For papers longer than 10 pages OR during excessively busy periods, more lead time may be required. The student must then meet with the mentor to receive feedback.

   "In the case of lengthy projects (20 pages or more), mentors may not have time to read in entirety, thus students must suggest areas upon which they need mentor assistance.

9. We are not an editing or proofing service. Copy editing is only performed by mentors on a small section of each paper for illustrative purposes (to show students how to edit their own work).

10. Courtesy and respect must be shown by students at all times or students will be asked to leave. If discourteous behavior continues, students may be permanently banned from the Center.

11. Mentors are not permitted to discuss or assess possible grades for the papers they review. Grades are assessed and assigned only by instructors.

12. We reserve the right to refer students to additional mentoring resources.

Interested in being a Mentor?

If you are interested in being a mentor next semester for internship credit, contact Rebecca Villegas at ravilleg@asu.edu or Nancy Jurik at Nancy.Jurik@asu.edu

Please provide:

1. A letter of interest
2. Your resume
3. A short writing sample