



**UBC WRITING CENTRE**  
Ponderosa Annex C  
2021 West Mall  
Vancouver, BC V6T 1Z2  
604-822-9564

# TUTORIAL CLINIC

## Frequently Asked Questions

### **What is the Tutorial Clinic?**

*The Tutorial Clinic is a free service provided by the Writing Centre to students currently enrolled in UBC classes. It is a skills-based clinic where you can have your writing and grammar questions answered and work on improving your writing skills.*

*If you need help, for example, getting started on an assignment, forming a thesis statement, developing an outline, formatting your essay in APA or MLA style, preparing for the LPI, or simply reviewing the rules of grammar, our peer tutors are here to guide you.*

### **Can you proofread or edit my paper?**

*The mission of the UBC Writing Centre and the Tutorial Clinic is to help you improve your writing skills. We don't proofread or edit your work for you because that doesn't help you become a better writer. Moreover, it would be unethical for us to provide answers or wording that you intend to submit as your own.*

*We can, however, diagnose areas of weakness in your writing and help you overcome those weaknesses. We want to help you become a confident and capable writer so you can edit and proofread your own work, whether you're at home, in class, or in an exam situation.*

### **Who uses the Tutorial Clinic?**

*All currently-enrolled UBC (including Corpus Christi) and Writing Centre students have access to this service. We work with both undergraduate and graduate students from all faculties.*

### **Who are the tutors?**

*All of our peer tutors have excellent writing skills and strong academic histories, and they come from a variety of backgrounds: English, sociology, psychology, political science, law, education, science, etc. They are trained by Judy Brown (from the English Department) in the course "The Well-Trained English Tutor: Techniques for Effective and Ethical Tutoring." Most of the tutors are UBC Work*

*Study students; other tutors are outside volunteers who have also completed the “Well-Trained Tutor” program.*

### **When is the tutoring offered?**

*Tutoring is provided from September to April, while classes are in session, at these two locations:*

#### *UBC Writing Centre: 2nd floor, Ponderosa Annex C, 2021 West Mall*

- *Monday to Friday*
- *10:00 AM to 4:00 PM*
- *Drop-in or by appointment*

#### *Chapman Learning Commons: 3rd floor, Irving Barber Learning Centre*

- *Monday to Thursday*
- *4:00 to 8:00 PM*
- *Drop-in only*

### **How do I sign up?**

*If you want to make an appointment, the weekly sign-up sheets are posted outside Room 213 in Ponderosa Annex C. You must sign up in person; appointments are not available by phone or email. If you have to cancel your appointment though, you can do that by calling 604-822-9564 or 604-822-1986, or by coming in to cross your name off the sheet. If you don't show up and don't cancel, you won't be permitted to book an appointment the following week.*

*Because of high demand and a limited number of spaces, you can only reserve one session a week. However, you can also drop in for additional sessions if space is available.*

*To avoid disappointment, don't wait until the last minute to see a tutor. Sessions fill up quickly around the time that papers are due.*

### **Do you provide any other free services?**

*For great writing resources – including an online Writers' Workshop – and details of all our programs, visit [writingcentre.ubc.ca](http://writingcentre.ubc.ca).*