

Writing Lab's

Zoom Tutoring

Policies & Etiquette Guidelines

Even though we're all social distancing these days, please remember that the tutors are still technically *at work* when you pop in to visit them on Zoom.

Help us maintain a comfortable and professional environment by following the policies below.

Students who do not respect our policies **may be removed** from the tutoring session, so please read carefully.

- If using your **Camera**

You must be dressed in clothing that would be appropriate in a classroom setting. (You must wear a shirt, wear pants in case you need to stand up, no beach attire) Everything in view of the camera must also be appropriate for the classroom setting. Cover up or remove anything that might distract or offend others.

- Eliminate distractions! **You should be the only person on screen or talking** during your paper review. (Avoid side conversations with parents, spouses, roommates, children, etc).
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- Please **silence your cell phone and other notifications** to avoid audio interruptions. **Never answer the phone during a tutoring session.** (If you need to take an important call, let the tutor know and then leave the Zoom meeting. You can always come back in when you are finished and pick up where you left off.)
- **Avoid texting** during your paper review. We are devoting our full attention to you, so please offer us the same courtesy.
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- **Be listening and available** to answer questions throughout the entire paper review. If we get the feeling you are no longer listening or paying attention, we will end the session.
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- **Be patient** about potential technical difficulties that may occur. We promise to also be patient with you if *you* have technical difficulties on your end.