



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.

Some of the questions and concerns that we frequently work with include reviewing the writing process, getting started on an assignment, creating or revising a thesis statement, developing an outline, APA or MLA style, preparing for the LPI, or simply reviewing the rules of grammar. We are happy to address any writing-related questions or concerns you may have.

Can you proofread or edit my paper?

The mission of the UBC Writing Centre and the Tutorial Clinic is to help you develop 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 (and not be dependent on others), 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. They come from a variety of backgrounds, including English, sociology, psychology, political science, law, education, and science. They are trained by Judy Brown (Senior Instructor from the English Department) and Ramona Montagnes (Director of the Writing Centre).

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 3:00 PM*
- *By appointment*

Chapman Learning Commons, Irving Barber Learning Centre

- *Monday to Friday*
- *3:00 to 7:00 PM*
- *Drop in only*

How do I sign up?

*You do not need to sign up for a session at Chapman Learning Commons; just come ready to meet with a tutor. Please try and come early, as there can be wait times of 10-15 minutes if tutors are busy. **Please note that tutors may need to enforce a 20 minute time limit on a session to ensure that all students who are signed up for drop-in tutoring can be seen.***

If you want to make an appointment for a session at Ponderosa, 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, 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 stop by any day of the week to see if any space is available at that time for drop-in. All appointments and potential drop-in sessions at Ponderosa begin on the hour.*

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, and you may require more than one session to work on different aspects of your writing.

Do you provide any other free services?

For great writing resources and details of all our programs, visit our website writingcentre.ubc.ca. Please keep an eye on the Chapman Learning Commons site for additional Writing Centre resources and information about workshops.

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