

### Essay Clinic Policy and Agreement

This policy is to outline appropriate interactions between Essay Clinic volunteers and customers in relation to the service provided. Essay Clinics are a service provided by Brock University English Students' Association (ESA) wherein the volunteer (always an upper year student in the department or related) peer edits the customers' essay[s]. "Volunteer" refers to the executive or student volunteer that provides the editing service and "customer" refers to the student seeking the Essay Clinic services.

#### *Important to Note:*

- Essay Clinics operate on a "first come first serve" basis; students are expected to come during the allotted hours for the semester. Therefore appointments will not be accepted.
- Students from all disciplines will be accepted to the Essay Clinics, but volunteers claim no knowledge of, or responsibility for, information outside of their own discipline.
- Should there be more customers than volunteers at one session, volunteers are encouraged to keep individual sessions under 20 minutes.
- Customers must arrive with a hard copy of their essay; emailed submissions will not be accepted.
- Volunteers will not leave Essay Clinic sessions with a customer's assignment[s], or save customer assignments on personal computers or other devices.
- The customers' privacy will be respected, and volunteers will not disclose any information about the customer without their consent outside of the Essay Clinic session.
- Should a volunteer and a customer be classmates, the customer will be referred to another volunteer.
- All corrections offered by the Essay Clinic employee are **suggestions** and it is not required that the customer accept the suggestions.
- **Customers are not guaranteed a better mark after the use of the Essay Clinic service, and all results are the responsibility of the customer.**
- Essay Clinics are not a substitute for the Professor or TA of any course, and customers are encouraged to meet with these individuals for specific course or assignment questions.
- Volunteers are prohibited from sharing their own essays from past or current courses with customers.
- Essay Clinic volunteers will not assist in the construction or layout of an essay before it is written, that is, customers must already have written the essay [parts] that they wish to be edited before the peer editing process.

Failing to comply with this policy may result in a violation of Brock University's Academic Integrity Policy. This policy is available at : <http://www.brocku.ca/academic-integrity> . Any student, employee or customer, in violation of the Academic Integrity Policy is responsible for their own actions and will be subject to punishment under that same policy. The ESA will not be held responsible for any individual who acts outside of the Essay Clinic Policy or the Academic Integrity Policy.

I have read and understood the above Essay Clinic guidelines for operation:

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_