Trinity Baptist College English Lab
Policies and Procedures

Purpose: The purpose of the English Lab is to provide tutoring in grammar and composition to undergraduate students.

Policies and Procedures:
1. The English Lab will be open on Monday, Wednesday and Friday from 3:00 to 5:00. in Closs 302.
2. English Lab workers will provide tutoring in English grammar and composition.
3. Tutoring sessions will last half an hour and are available on the hour and half-hour when the Lab is open.
4. Lab workers will not complete homework for students.
5. Lab workers will not write or rewrite papers for students.
6. Students should email rhozey@tbc.edu for an appointment. They should indicate if they need a grammar or a composition session and their top two preferences for day/time. A confirmation email will be sent, and students should bring it to the tutoring session. Students not bringing the confirmation email will be accepted on a walk-in basis.
7. Appointments must be made at least 6 hours in advance.
8. A student may come to the Lab without an appointment as a walk-in; however, priority will be given to students with an appointment confirmation email.
9. Appointment cancellations must be made at least 6 hours in advance. If a student does not cancel or cancels within the 6-hour window, this will be considered a “no-show.”
10. A student who does not show up for his tutoring appointment will be considered a “no-show.”
11. A student showing up more than 5 minutes late for his appointment will be considered “no-show” and will lose his appointment time. He may stay at the lab as a walk-in.
12. After two no-shows, a student may not make any Lab appointments for the rest of the semester but may use the Lab on a walk-in basis only.
13. Students needing grammar tutoring should bring their grammar notes and homework assignments.
14. Students needing composition tutoring should bring a printed double-spaced copy of their paper along with the paper requirements from the professor.
15. Students should sign in at the Lab upon arrival.