



TAC Writing Center

Student Appointment Request Procedure and Expectations

Updated 03.02.2025

Introduction

TAC students are encouraged to access Writing Center resources whenever necessary, either with an appointment or by taking advantage of walk-in hours. Writing Center volunteers are available to support students with a variety of needs, including but not limited to:

- University applications
- Other academic program applications
- Resume & CV writing
- Personal statements
- Motivation letters
- Writing process
- Research process
- Essay/paper/paragraph format and structure
- Academic and formal writing style and tone
- Use of in-text and reference citations in APA and MLA style

In order to make best use of Writing Center resources as well as instructional time, TAC student visitors must adhere to the procedures and expectations outlined in this policy.

Appointment Request Procedure

The following steps must be taken in order to create a student appointment at the TAC Writing Center.

1. TAC students should access the appointment calendar published on the [Writing Center page of the TAC school website](#).
2. After reviewing the available time slots, TAC students should select the most appropriate time according to their own class schedule and writing deadlines.

3. TAC students must formally request permission from their teacher to attend the selected appointment, if it occurs during a lesson OR if appointment occurs during an after school session appointment time, must make necessary arrangements to stay at school late.
4. Once permission has been received and/or necessary arrangements have been made, TAC students should create the appointment request by submitting information about what they need help with and where they are in the writing process.

If the appointment times available do not align with a student's schedule, they may contact the Writing Center (writingcenter@my.tac.k12.tr) or Writing Center Coordinator (mborgerding@tac.k12.tr) to inquire about alternative arrangements.

Students who do not make proper arrangements may not be able to access the Writing Center support they need or may face consequences for missing lessons.

Appointment Expectations

In order to maximize the effectiveness of Writing Center resources, TAC student visitors should meet the following expectations

- Be prepared for the appointment by bringing all relevant materials, a personal electronic device, and list of questions or requests for the Writing Center volunteer.
- Respectfully listen and respond to guidance and feedback from the Writing Center volunteer
- Do not make unethical requests of Writing Center volunteers, i.e. asking staff to complete assignments, applications, otherwise create written material or correct every mistake in a written work.
- Provide feedback to Writing Center volunteers or Coordinator (mborgerding@tac.k12.tr) about additional resource or service requests that could benefit the TAC student body.
- Cancel or reschedule appointments as early as possible by emailing the Writing Center (writingcenter@my.tac.k12.tr) and/or TAC Switchboard Operator Tuba Taş (ttas@tac.k12.tr).

TAC students who do not follow the procedures and expectations outlined in this document may lose the privilege of accessing Writing Center resources and services at the discretion of the TAC High School Principal.