

UPEI Writing Centre - Frequently Asked Questions

Q: What is the Writing Centre?

A: The Writing Centre is a free writing-help service available to all UPEI students.

Q: What kind of services does the Writing Centre provide?

A: The Writing Centre provides one-on-one tutoring services for any UPEI student who wants help or guidance with their written assignments. Common issues we can help with are grammar, citations, research, flow, structure, and clarity.

Q: How do I find the Writing Centre?

A: The Writing Centre is room number 274 in the Robertson Library. You can find it behind the front desk at the back of the computer room. Look for a room with windows and “Writing Centre” written across the top.

Q: Who qualifies to make appointments with the Writing Centre?

A: The Writing Centre is a free service available to both part-time and full-time UPEI undergraduate and graduate students from all departments at UPEI. As long as you are registered in a minimum of three courses (or one for graduate students) you are eligible to make appointments with the Writing Centre.

Q: Does my writing need to be at a certain level for me to use the Writing Centre?

A: No, we are happy to help no matter what level you feel that your writing is at. The Writing Centre’s services are, first and foremost, supportive. There will be no judgment on your value or skill as a writer. The goal of every appointment is to have you feeling more confident in your abilities when you leave.

Q: How do I make an appointment?

A: Appointments can be booked through our online service at upei.mywconline.com. Once you have made an account, you can book up to three in-person or virtual appointments a week. Appointments can also be booked with the help of an available tutor at the Writing Centre.

Q: Do I have to pay to access the Writing Centre’s services?

A: All appointments are free! There is zero cost to access the Writing Centre’s services.

Q: How long are the appointments?

A: Appointment time can vary depending on how much material you bring. The maximum length of an appointment is 45 minutes, so we recommend focussing on just a few topics within an appointment. Up to two pages of text is usually a realistic target for us to cover with you in one session.

Q: Do you take walk-ins?

A: Yes! If a tutor is free, they will be happy to take you as a walk-in appointment. However, we do prioritize appointments that have been booked in advance. Therefore, booking an appointment is the safest way to ensure that you get to see a tutor.

Q: Are science students allowed to use the service?

A: All students are welcome at the Writing Centre. Our tutors are able to help with writing-related aspects of any style and subject.

Q: Will my professor hear about my appointment at the Writing Centre?

A: All appointments at the Writing Centre are anonymous. Sometimes a professor will ask for proof of attendance; in that case we can inform them of your attendance via email, with your permission.

Q: Do you offer online appointments?

A: Select tutors are able to offer online appointments. If you are looking to book online, you will be able to select a tutor that offers this service on upei.mywconline.com.

Q: When does the Writing Centre open?

A: The Writing Centre is open when classes are in session. Availability may be limited at the beginning of the semester, and it is important to note that the Writing Centre closes on the final day of classes in the fall and winter semesters. We might have some availability in the spring (May-June) but will not be open in the summer (July-August).

Because the Writing Centre schedule works around the tutors' availability, the opening times vary from one semester to the next. We encourage you to check upei.mywconline.com for specific opening/closing times and dates during the semester.

Q: Who will be my tutor?

A: The tutors are UPEI students who have been hired as student employees. They come from different academic disciplines and, being competent writers themselves, are able to offer a wide range of tutoring services. You are welcome to book with the same tutor(s) or book with different ones for each visit.

Q: What services does the Writing Centre NOT provide?

A: The Writing Centre does not provide editing or grading services; our tutors work *with* you to help you improve your writing, but we do *not* do the work for you. Additionally, we do not offer academic advising, or personal counselling, nor do we help with résumés or cover letters (unless these are already complete and you are only looking to have a tutor check the language). For such issues please visit:

[Academic Advising](#)

[Counselling](#)

[Career Services](#)

Q: If my assignment isn't finished, can I still come visit the Writing Centre?

A: You do not need to have your assignment finished to make an appointment. Tutors are able to help with brainstorming ideas, structure, formatting, and understanding the assignment requirements.

Q: If I wanted to work as a tutor in the Writing Centre how would I apply?

A: A tutor position at the Writing Centre is a minimum-wage, student-employee job available to part-time and full-time UPEI students. Student tutors are expected to be excellent critical thinkers and competent writers as well as collaborative, respectful, and responsible team members. Applications open during the winter semester (February/ March) and tutors are hired by the end of April/ May to then start the following September. The Writing Centre usually hires up to eight or nine tutors each academic year.

Tutoring jobs are advertised on the UPEI site. Check [Employment Opportunities at UPEI](#) and click on Student Positions. Then follow the instructions provided in the posting.

Q: What is the Writing Centre's policy on AI-generated writing?

A: The Writing Centre has a zero tolerance policy on AI-generated or otherwise plagiarized work. If you bring us AI-generated text, we will not be able to help you improve it. Instead, the tutors will take the time to help you build your skills and knowledge so that you will no longer feel the need to lean on AI. If you are in a position where you feel you need to rely on CHAT-GPT or similar AI technologies but recognize that you shouldn't, please make an appointment with us.

Q: Can the Writing Centre help with my ESL needs?

A: Our tutors are unable to help with more demanding ESL needs. If you have more serious gaps in your knowledge of English, please contact our coordinator jschneider@upei.ca for more information.

Q: What is the Arts Review and how is it related to the Writing Centre?

A: The Arts Review is a book that is published annually through the Robertson Library. It seeks to showcase the best creative, visual, and academic work of UPEI students. The editing team for this publication has traditionally been made up of Writing Centre tutors, and the Writing Centre oversees the production and publication of the book. If you are interested in submitting to the Arts Review, be on the lookout for calls for submissions in the fall (@upei.artsreview on Instagram). Submissions for the volume are generally accepted between the months of October-December.

Q: I've heard of the Writing Centre Scholarships. What are they and how do I apply?

A: The [Scholarships and Awards](#) Office offers up to eleven \$500 prizes in the fall semester to students who have used the Writing Centre regularly in the previous academic year and have shown progress and growth as writers. The award is called "The MacLauchlan Prizes for Effective Writing: Webster Centre". Students who have made at least 3-5 appointments with the

Writing Centre the year before may be eligible to apply. Keep an eye out for information sent to students from the Writing Centre and, if you think you could be eligible, ask for a statement of support from our coordinator (jschneider@upei.ca).

For more information about the description, criteria, and the application process as well as the application form, please see this link:

https://files.upei.ca/scholarships/maclauchlan_effective_writing_webster_centre.pdf

Students who apply for this award need to be able to show how they have benefited from the support received at Writing Centre.

Q: Does the Writing Centre offer creative writing help?

A: The Writing Centre has offered creative writing workshops in the past and some may be available again. Please see announcements on the Writing Centre door and on social media about any upcoming creative writing sessions. If you are looking to book an appointment with a tutor specifically for creative writing, please contact our coordinator jschneider@upei.ca for more information on which tutors are available for creative writing services.

Q: Does the Writing Centre have a social media account that I can follow?

A: Yes! The Writing Centre has an Instagram account [@upeiwritingcentre](#) that you can follow for updates and more information!