

Appropriate Collaboration Guidelines for Written Assignments

Feedback from your peers, colleagues, friends and family is an important part of the writing process. A tutor, whether formal or informal, should give you feedback that helps you to improve your writing skills with the expectation that you will do the work yourself. In this document, “tutor” refers to anyone from whom you may receive feedback on a written assignment. This can include:

- Formal tutoring: a tutor associated with the University of Manitoba (e.g., through the Academic Learning Centre) **OR** a tutor hired through a private company that is not associated with the University. It is important to note that tutors that are not associated with the University may not be trained or aware of the rules surrounding inappropriate collaboration.
- Informal tutoring: a friend, family member, peer, classmate, acquaintance, colleague, or other individual who provides feedback on a written assignment. Like a formal tutor hired through a private company, this individual may not be aware of what constitutes appropriate collaboration.

Avoiding inappropriate collaboration is your responsibility. You can still face an allegation of academic misconduct even if you were unaware that your tutor was providing inappropriate help. The following describes appropriate collaboration with a formal or informal tutor:

- The goal of a tutor is to help you become a better writer and student.
- A tutor can model specific academic skills, such as how to create an outline and plan a paper, find appropriate sources, and use proper grammar.
- A tutor can help you understand the assignment, determine an approach, and direct you towards useful resources.
- A tutor can identify patterns of errors and provide feedback that allows you to correct mistakes and improve your own work.
- A tutor can model an effective sentence or discuss word choice but cannot proofread (e.g., correct and edit errors), re-craft or re-write your assignment.
- A tutor can assist you with your writing in English but cannot translate your work from another language into English, or vice versa.
- A tutor can supplement, but not replace, formal in-class instruction.

If you require comprehensive assistance with your written assignment, we recommend that you make an appointment with a writing tutor through the University of Manitoba’s Academic Learning Centre, located in 201 Tier Building on the Fort Garry campus. For more details on the tutoring services offered at the University of Manitoba, visit:

http://umanitoba.ca/student/academiclearning/writing_tutor/writing_tutor.html