



ALVERNO COLLEGE
ESTABLISHED 1887

Tips for using the Communication Resource Center

- Academic assistants in the Communication Resource Center (CRC) can help with various communication processes including brainstorming, developing ideas, mapping, revising, proofreading, analysis, and comprehension.
- Tutoring is a collaborative process rather than an editing service; CRC assistants guide students by making suggestions and offering resources. However, the student makes the final decision on the assignment.
- CRC assistants work alongside students to evaluate and improve the thesis, audience, organization, and development of a paper or speech.
- CRC assistants help identify trends in mechanical errors (grammar, punctuation, citations, etc) and suggest skills students may wish to strengthen outside the tutoring session.
- Tutoring sessions are most productive when the student comes prepared with goals for the meeting, including specific questions and concerns to address.
- CRC assistants cannot determine if a paper or speech meets criteria or earns validations.
- The CRC does not provide drop-off editing services. Similarly, academic assistants cannot provide assistance outside of a tutoring session, including by email.
- Academic assistants cannot fix errors, rewrite content/citations, or assist with assessments.