



Policies and Guidelines

Policies

- Consultations are 15 minutes. If necessary, two consultations can be scheduled consecutively (30 minutes total).
- Be on time for your consultation.
- If you cannot keep your consultation appointment, please cancel online.

Guidelines

- Any assignment for a RCoB class can be discussed during a consultation.
- The consultations focus on feedback and discussion; documents will *not* be proofread.
- To get the most informative feedback during a consultation, BRING:
 - (a) a copy of the assignment sheet, including any specific directions and/or requirements *AND*
 - (b) a document draft or a list of ideas to discuss