

Writing Assistant - Faculty Agreement

Please make three copies of this agreement: one for the professor, one for the Writing Assistant, and one for WAC files and Terry Müller, Director of the Writing Center.

Course title and number: _____

Faculty contact information

Office room number:

Office hours:

Phone:

E-mail:

WA contact information

Phone:

E-mail:

Hand-off site for student writing _____

Assignment Table

Assignment	Date WA <i>receives:</i>	Date WA <i>returns:</i>

Notes:Terms:

- We agree to be in touch at least every other week (in person, by phone or e-mail) to discuss writing goals, expectations and findings for specific assignments.
- We agree to meet our deadlines as planned. If an established deadline cannot be met, we agree to contact the other person as soon as we know the deadline is unworkable and work together to find an alternative.
- We both have a copy of the **syllabus** for the class and **have attached a copy to this agreement.**
- If we have a miscommunication or disagreement, we agree to discuss it with each other, with the understanding that WA coordinator Terry Müller is available for troubleshooting and support at any time.

Faculty signature

Date

Writing assistant signature

Date