

## Dropbox guidelines

### Writing coaching

- Supports your development as a confident writer and editor of your own work
- Assists you with your writing goal
- Identifies and addresses writing concerns

### We do **not**:

- Edit or proofread
- Coach more than one essay in a multiple-essay assignment. Please apply our comments from the first essay to the remaining ones or resubmit individually.
- Comment on content, potential grades, or if your assignment meets requirements
- Accept multiple bookings—please **either** book one appointment or submit to the [dropbox](#)

### Ready to submit?

- Make sure your paper is edited and ready for coaching.
- Use our [editing checklist](#) to prepare. We can better support you when the paper is smooth.
- Consider **highlighting areas** or adding comments related to your goals in the document.
- Submit your assignment to our [dropbox](#).
- You should receive a confirmation email. Please [contact us](#) if you don't.
- You will always receive written feedback within a week, though usually within a few days. Take time to understand and apply the comments to your current and next assignment.

### What about further questions?

- Email your coach with 1-2 questions.
- Submit your revisions to the dropbox. We only accept this once per assignment.
- Book a [15-minute appointment](#) with your coach for a follow-up question.

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### Reminders

- ⇒ Please add [wdropbox@athabascau.ca](mailto:wdropbox@athabascau.ca) to your safe senders list (known as safelisting).
- ⇒ An assignment that does not meet our guidelines may be returned uncoached
- ⇒ Plan ahead. It can take up to a week, though usually a few days, to receive feedback.
- ⇒ Only submit one assignment at a time.
- ⇒ If you have questions about the content, please contact your tutor first.

**We look forward to supporting your writing goals!**