



Best Practices & Helpful Tips



WORKPLACE ETIQUETTE

In general, these are just some things to keep in mind while on shift at the Write Place.

-If your shift is during a mealtime, please bring your food with you. While you are definitely encouraged to make a quick trip to the Blend while on shift, leaving to purchase a meal is an absence that is felt by your coworkers.

-Typically, quick or expected phone calls during your shift are no problem. But please make sure they are indeed quick and you have mentioned it to your coworkers and the CSA. A phone call lasting more than 10 minutes is fine if traffic is slow, but you have to sign yourself out of TutorTrac and take 15 minutes off of your time on Porches.

- Be sensitive to the amount of time your coworkers are spending in a consultation. If you have worked two sessions in a half an hour but they have been working in one session for 45 minutes, please be ready and willing to take the next session.

- While the graduate consultants are on staff to work with graduate students, they can still work with undergraduate students as well if all of the other consultants are busy. But if a graduate student comes to the Write Place while a graduate consultant is working with an undergraduate student, please be mindful of the fact the graduate consultant will have to transfer the session to an undergraduate consultant.

- Please refrain from discussion about drinking. You are more than welcome to talk about any and all get-togethers you had over the weekend, just keep the talk about drinking to a minimum.

It's been wonderful to see the warm and inviting atmosphere you all have created this year and the absence of headphones is very cheering! Thank you for taking the time to look over this flyer in order to make the Write Place atmosphere even more inviting and productive.

Upcoming Issues:

Issue 2

Timely
Consultations

Issue 3

Transitioning
sessions at the end of
your shift // Filling
the 10-5 minute void.

Issue 4

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I need suggestions!
What would you like
to see?

What would you like to see in upcoming issues? Any thoughts or suggestions please email to cookbl@udayton.edu. Thanks!