**HANDBOOK QUIZ: ORIENTATION**

Name:

Date:

1. What is the procedure if you are sick?
2. How many minutes after the scheduled start of the appointment is a client considered a “no-show”?
3. What do you need to do on the scheduler when a client is a no-show?
4. If a client does not have a hard copy of the paper, is it okay to work with him/her off of a laptop?(circle one)  
   Yes No
5. What should you do when you need to miss a scheduled shift?
6. Are cell phone calls/texts (receiving or sending) allowed in the Center?
7. Name one professional behavior:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. You have received a warning for breaking Writing Center policy. You break the same policy again. What happens?
9. All Writing Center sessions should take place in the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. What should you do if a student wants to work on his/her resume or a creative writing project?
11. You are allowed to work on writing assignments only related to Lake Forest College coursework, internship programs, and scholarship programs. True or False?
12. What is the procedure if you are running late?
13. Discussing client sessions outside of the Center with other tutors is acceptable. True or False?

14. What should you do if you do not have an appointment scheduled?