

Writing Center Referral: Thank you for referring your student to the Writing Center in C215. We can best help your student if you provide the information below, along with a copy of any handouts and/or sample projects.

Instructor:

Student:

Project:

Due date:

What kind(s) of services would you recommend for this student?

_____ generating a topic _____ editing and/or proofreading the project
_____ organizing the project _____ providing documentation of source material
_____ drafting and/or revising _____ grammar exercises (please specify below)

Other (please explain):

Tutoring Session Focus Form: Thanks for coming in to the Writing Center. We can best help you if you provide the information below:

1. What services would you like from today's tutor? (circle all that apply)
 - a. I am starting a writing project and need help choosing a topic.
 - b. I have a topic and need help getting started.
 - c. I have a draft of a project and need some ideas for revision.
 - d. I have a draft and need help with editing and/or proofreading.
 - e. I need help with a specific grammar issue.

2. Did your instructor provide you with written instructions for your project? If so, do you have those materials with you today?