

Referral Form

ADMN 031
351-3488



Instructions

Student: When you come to the Reading and Writing Center, please bring this form, your syllabus, your assignment, and your rough draft.

Instructor: When you encourage a student to seek tutoring, please fill out this form and instruct the student to bring it to the Reading and Writing Center. The information you provide will help us address the student's greatest needs.

Background

Student's Name:

Instructor's Name:

Course for which student is being referred:

Date of referral:

Date by which student should arrange an appointment in the Center:

Reason(s) for referral

Please indicate the key area(s) of concern for this student.

- Composing and Revising
 - Prewriting, developing a thesis, or dealing with writer's block
 - Developing paragraphs and providing support
 - Maintaining focus or organizing
 - Writing clearly or logically
- Editing and Proofreading
 - Identifying and correcting problems in grammar and mechanics, particularly:
 - Sentence boundary errors (such as run-ons, fragments, and fused sentences)
 - Agreement errors (such as subject/verb and noun/pronoun errors; e.g.: "The dog walk down the street, and they chased the cats.")
 - Verb errors (such as shifts in verb tense)
 - Punctuation
 - Other: _____
 - Identifying and improving weaknesses in usage and style
 - Paragraphing
 - Sentence variety
 - Transitions
- Reading

If you have other concerns, please note them on the back of this page.