TO THE FACULTY: Please complete this form and give it to your student. When the student contacts the Writing Center, he or she can make a weekly appointment to work with a tutor. We are available to discuss your student's progress with you. Please contact the Writing Center if you have any questions.

TO THE STUDENT: The Writing Center is here to assist students in becoming better writers. We offer experienced tutors to support your efforts to learn to write more effectively. We meet with you individually to work on your specific concerns while you complete your regular course assignments.

Student's Name: ____________________  Professor's Name: ____________________

Course Name and Number: ______________________________________________

Date: ________________

PLEASE CONFERENCE WITH THIS STUDENT IN THE FOLLOWING AREAS (check all that apply):

_____ Developing a clear central focus

_____ Organizing Content

_____ Developing/expanding ideas

_____ Improving unity, transitions, and coherence

_____ Improving sentence clarity and conciseness

_____ Developing critical/analytical perspective

_____ Other: ______________________________