Writing/ePortfolio Studio Contact Form

Please use a blue or black pen to complete this form when making your appointment. Leave with the Studio staff member who confirms your appointment.

Name: _______________________________

Assignment: ___________________________ (e.g., research paper, essay proposal, citing sources)

Course: ________________________________

Due Date: _______________________________

Instructor: _____________________________

Campus/Local Address: ____________________

Classification: FR  SO  JR  SR  GRAD  CONT ED

Telephone Number: _______________________

Major: _________________________________

Email Address: ___________________________

What stage in the writing process is the assignment you would like to discuss? (Circle the appropriate stage below).

- prewriting
- outline
- rough draft
- final draft
- revision

What would you like to discuss about your assignment in this session? (e.g., getting started, developing my ideas, organizing my thoughts, incorporating or citing outside sources)

_____________________________________________________________________________________

_____________________________________________________________________________________

Thanks for letting us assist you!

For Staff Use Only (Please do not write below this line).

_____________________________________________________________________________________

Staff: ________________________________

Staff Email: __________________________

Session Start: _________________________

Session End: _________________________

Description of session:

Instructor: ____________________________ has requested that you be notified of their recent session in the Writing and e-Portfolio Studio. Please forward any questions or comments regarding this session to the Staff email address above.