Faculty are invited to refer students to the Writing/ePortfolio Studio for assistance with a specific writing project or with identified technical issues present in the student’s written work.

If confirmation is needed that a student followed up with a referral, we will be happy to provide that information. Please have students bring referral sheet upon first visit.

A student is not required to reveal the contents of his session with referring faculty; however, that option is available to each patron.

Referring Instructor: ______________________  Student’s Name: ______________________
Email Address: __________________________  Course: ____________________________
Campus/Local Address: ____________________  Assignment: _______________________
Campus Phone: ___________________________

*You may attach a copy of the assignment sheet to this form.

I would like to be notified when my student completes a session in the Writing Studio.
✓  Check One  __Yes  ___No

Description of issues you would like the student and consultant to discuss:

(You may use the key below to identify specific weaknesses).

Identify one or more of the specific editing questions in the student’s writing:

Rhetorical Situation
___audience awareness
___controlling purpose
___consistent persons
___exploring a topic
___gathering information
___logical ordering of ideas
___establishing a thesis
___writing a topic sentence
___introductions
___transitions
___supporting details
___writing about literature
___documented paper

Grammar and Usage
___verb inflections
___noun forms
___pronoun forms
___adjective forms
___adverb forms

Agreement
___subject/verb
___pronoun/antecedee
___faulty parallelism
___tense/mood shift
___person shift

Sentence Structure
___basic sentence patterns
___faulty subordination/coordination

___insufficient sentence combining
___misplaced/dangling modifiers
___sentence fragment
___run-on sentences
___fused sentences