Writing Resource Center: Faculty Referral Form

The Faculty Referral Form is a tool to help our staff better assist students who have been directed to the Writing Resource Center by a professor or advisor. The information provided will be used solely to tailor the tutoring session(s) to the student’s needs.

Instructor Name: ___________________________ Instructor E-Mail: ___________________________

Student Name: ___________________________ Student E-Mail: ___________________________

Course Name and Number: ___________________________ Assignment: ___________________________

How often should the student visit the Writing Resource Center? ___________________________

Will you need confirmation of the student’s attendance? ____ Yes ____ No

Skills to Address

Prewriting:
___ Grasping Assignment
___ Brainstorming
___ Outlining
___ Narrowing Topic
___ Generating Tentative Thesis

Drafting and Development:
___ Thesis
___ Introduction
___ Conclusion
___ Body Paragraphs
___ Topic Sentence
___ Analysis

Revising/Editing:
___ Organization
___ Transitions
___ Focus/Clarity
___ Sentence Structure
___ Style (vocabulary, diction)
___ Spelling
___ Capitalization
___ Punctuation

Research:
___ Incorporating Sources
___ Citing Sources
___ MLA/APA Format

Basic Grammar:
___ Subject-Verb Agreement
___ Run-Ons/Fragments
___ Active/Passive Voice
___ Pronouns
___ Prepositions
___ Articles
___ Verb Usage
___ Word Form
___ Word Choice

Additional Comments: ___________________________

Writing Resource Center tutors facilitate the writing process; they do not proofread or edit.
St. Joseph Academic and Health Center, room 106. Call (504)520-6282 or e-mail wrc@xula.edu.