

Date: \_\_\_\_\_

Instructor Name and Email: \_\_\_\_\_

Class: \_\_\_\_\_

Student Name and email: \_\_\_\_\_

**Tutoring focus [check one or more]:**

- invention [discussion, pre-writing]
- research
- drafting
- organizing
- revising
- mechanics
- APA format
- academic language conventions
- writing genre conventions [type of assignment]
- Intellectual property [citing and incorporating resources, paraphrasing, etc.]

**\*Instructor:** A brief description of what you would like a tutor to work on with your student:

**\*Student:** Please bring writing assignment sheet, a draft if you have one, and the resources you are consulting, if possible.

**Tutor Name:** \_\_\_\_\_

**Tutor Email:** \_\_\_\_\_

**\*Tutor Comments:**

Did you set another appointment? Date? \_\_\_\_\_

Do you recommend ongoing meetings? How many?