



Writing Lab Referral

A) Instructor, please fill this front section out.

To: _____ (student's name)

First, please **fill out the Student section (B)** on the other side of this form.

Next, **go online and make an appointment** (see Section B) in the Writing Lab.

You **MUST bring this signed Referral** with you to use the Writing Lab. Also, try to bring a description of the assignment if you have one and any rough drafts or brainstorming you did.

Have the Writing Lab **tutor fill out Section C**. This is your **proof of visit**. Don't forget to return this completed form with your writing project to your instructor.

You should work with a Writing Lab tutor on (check up to 2 boxes below):

<input type="checkbox"/>	understanding the assignment
<input type="checkbox"/>	getting started/ brainstorming
<input type="checkbox"/>	reviewing/understanding the instructor's comments
<input type="checkbox"/>	logical sequences/ organization
<input type="checkbox"/>	adequate development/support
<input type="checkbox"/>	thesis statement /argument

<input type="checkbox"/>	narrowing the topic
<input type="checkbox"/>	writing the introduction
<input type="checkbox"/>	writing the conclusion
<input type="checkbox"/>	summarizing
<input type="checkbox"/>	using/ citing sources
<input type="checkbox"/>	narrowing research field

<input type="checkbox"/>	subject-verb agreement
<input type="checkbox"/>	adjective clauses
<input type="checkbox"/>	prepositions
<input type="checkbox"/>	articles
<input type="checkbox"/>	verb tense/form
<input type="checkbox"/>	word form
<input type="checkbox"/>	other (explain in Notes below)

Additional Notes:

From: _____ (referring instructor). E-mail: _____

Department: _____ Course number/Section/Name: _____

Instructor's Signature _____ Date: _____

B) Student, please read Section A and fill this section out.

First and Last name: _____ AAU Student ID number: _____

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|---|--|
| <p>1) To make an appointment in the Writing Lab go to:
 my.academyart.edu>COURSEWORK
 SUPPORT>Academy Resource Center>
 WRITING LAB.</p> <p>2) Click on the red <u>Writing Lab Appointments</u> link</p> <p>3) Enter your Student Self Service User Name and Password and click LOGON</p> <p>4) Click Go To... Make Appointment</p> | <p>5) Enter the From / To dates of the appointment</p> <p>6) Select the center: WRITING_LAB</p> <p>7) In the Type box select INDIVIDUAL.</p> <p>8) Select the Center and Subject/Specialty</p> <p>9) Click SEARCH</p> <p>10) Click on the desired appointment time</p> <p>11) Click Save Appointment</p> |
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You can also try dropping in to the Writing Lab with this referral form to see if a tutor is free. However, it's best to follow the directions above and make an appointment online.

My Appointment Date: _____ My Appointment Time: _____

C) Tutor, please see checked boxes and notes in Section A then fill this section out.

Tutor's name: _____

We worked on (check all that apply):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 item checked in Section A	more items than checked in Section A (explain in Notes below)	student was late and lost appointment slot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 items checked in Section A	no items checked in Section A	other (explain in Notes below)

Additional Notes:

Tutor's Signature _____ Date: _____

The Writing Lab
 at the Academy Resource Center (ARC)
 180 New Montgomery St., rooms 107 and 109
 ARC Reception, room 201
 (415) 618-3917