

HLSCC Writing Lab Consultation Form

Instructor Referral

I am recommending _____ (student's name) to consult with one of the tutors at the Writing Lab for help with the following:

- Conceptualization of the Assignment
- Thesis
- Development of Ideas
- Organization
- Integration of Sources
- Rhetorical Strategies
- Revision Skills
- Proofreading Skills
- Other: _____

Comments: _____

Instructor name: _____ Date: _____

Tutor

I have discussed the following issues with this student:

- Conceptualization of the Assignment
- Thesis
- Development of Ideas
- Organization
- Integration of Sources
- Rhetorical Strategies
- Editing Skills
- Proofreading Skills
- Other: _____

Comments: _____

Tutor/Writing Specialist Name: _____ Date: _____

HLSCC Writing Lab Consultation Form

Student Self-Referral

Thank you for your interest in the Writing Lab. We can best help you if you provide the information below:

1. With which of the following would you like a tutor to assist you? (select all that apply)

- Conceptualization of the Assignment
- Thesis
- Development of Ideas
- Organization
- Integration of Sources
- Rhetorical Strategies
- Revision Skills
- Proofreading Skills
- Other: _____

2. Did your instructor provide you with clear instructions for your assignment? Have you prepared a draft in response to the assignment? If so, do you have these materials?

- Assignment instructions
- A draft

3. When would you prefer to meet with a writing tutor?

Monday Tuesday Wednesday Thursday

Time: _____

Comments:

Student name: _____ Date: _____

Tutor

I have discussed the following issues with this student:

- Conceptualization of the Assignment
- Thesis
- Development of Ideas
- Organization
- Integration of Sources
- Rhetorical Strategies
- Editing Skills
- Proofreading Skills
- Other: _____

[Click to Email Form](#)

Comments:

Tutor/Writing Specialist Name: _____ Date: _____

The Humanities Department is pleased to announce the launch of HLSCC Writing Lab on Monday, September 16, 2018.

Faculty: *Now that the semester is underway, have you identified students who possess great ideas but have a difficulty expressing their ideas in written form?*

Advisors: *Do you feel that some writing intervention would help your advisee(s) achieve success this semester?*

Students: *Do you feel that some assistance from a writing tutor would help you in preparing your writing assignments?*

Well, fill out the applicable referral form and email it to hlscwritinglab@hlsc.edu.vg! You will receive an email confirming receipt of the referral and providing guidance on preparing for lab appointment. Tutors will be available to assess student needs, provide guidance, and offer opportunities for writing improvement. Let us work together to develop a stronger community of writers.

See the Writing Centre schedule below:

	Monday	Tuesday	Wednesday	Thursday
9:00	AH	AH	AH	MW
9:30	AH	AH	AH	MW
10:00	AH	AH	AH	RS
10:30	AH	AH	AH	RS
11:00	AH	AH	AH	RS
11:30	AH	AH	AH	RS
12:00	AH	AH	AH	*
12:30	AH	AH	AH	*
1:00	*	RS	RS	RS
1:30	*	RS	RS	RS
2:00	MW	RS	MW	RS
2:30	*	MW	*	RS
3:00	*	MW/AP	*	RS
3:30	AP	AP	*	AP
4:00	AP	AP	*	AP
4:30	AP	AP	*	AP
5:00	AP			
5:30				
6:00				

KEY:
 AH: A. Henry
 MW: M. Wheatley
 AP: A. Pinzi
 RS: R. Smith
 *: no tutor available

Please note:

- The Writing Lab will not function as a proofreading service. Writers will be guided on how to improve various aspects of their own work.
- Tutors will be available to students this semester until Thursday, November 28, 2019. (Do not wait until the last minute to seek the help that you need.)
- Inquiries, comments, and concerns may be forwarded to hlscwritinglab@hlsc.edu.vg