

## WRITING CENTER ASSIGNMENT SHEET

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Instructor and Course \_\_\_\_\_

Writing Center Tutor \_\_\_\_\_

**INSTRUCTORS:** In order to assist you better, we would like to have some information from you.

1. As specifically as you can, please tell us what is required in this assignment (rather than write an answer here, you may attach a rubric or assignment sheet if you have one).
2. Can you provide us with an example of the kind of assignment you are looking for (perhaps a sample essay)? (Again, you may attach that to this form if you would like, or you may direct us to a website that has an example.)
3. If you require students to use sources on this paper, which documentation style do you require?
4. Please list any special instructions or requirements regarding documentation, particularly if what you require differs from "official" documentation rules (for instance, if you want students to deviate from MLA style in some way, please let us know). This way we will not tell students to document in a way that is not in keeping with what you require.

**STUDENTS AND INSTRUCTORS:** Please indicate, in order of importance, the elements with which you would like assistance for the student. Remember sessions only last 30 minutes, so students might only get through one or two of the elements.

\_\_\_\_\_ **GRAMMAR/MECHANICS:** Please look over my sentence structure (run-ons, fragments, and comma splices), the subject/verb agreement, any verb tense shifts, spelling errors, etc.

\_\_\_\_\_ **DOCUMENTATION:** Please help me with my works cited page format, individual entries for the page, in-text citations, and general documentation.

\_\_\_\_\_ **ORGANIZATION/FOCUS:** Please help with organization so my essay is effective for the audience and purpose. This may include assistance with creating a thesis statement, developing topic sentences that direct my paragraphs, and assistance with unity and coherence within my paragraphs.

\_\_\_\_\_ **DEVELOPMENT/DETAILS/SUPPORT:** Please help me with the overall development of my essay and help me with my support and details so that they are relevant, accurate, representative, and specific.

\_\_\_\_\_ **CLARITY/WORD CHOICE:** Please help me with my prose and word choice, so that I am saying what I mean to say clearly and concisely with appropriate language, diction and wording.

**Additional Comments:**