

ARC Writing Consultation Referral

To be completed by Instructor

I am referring my student, _____, to the ARC to pursue opportunities to improve writing skills in the following areas:

Logic and organization _____ APA or MLA style _____

Paragraph structure _____ Punctuation _____

Sentence structure _____

Other (please be specific) _____

Instructor name: _____ **Course:** _____

To be completed by Writing Consultant

Dear Professor: I met with your student according to your referral.

Meeting date: _____

Total time spent in session: _____

Student brought draft and assignment instructions: Y N

Issues and areas addressed in the session:

Recommended resources: _____

I recommend additional sessions : Y N

Writing Consultant: _____