



The Writing Center Preparation Form

Student: _____ Date: _____

Class: _____ Professor: _____

Assignment and /or area of focus [must be **detailed**]:

Student pre-session checklist: [You MUST check these before your conference!]

- I have the most **up-to-date draft** of my paper, with comments or feedback from my professor [if available].
- I have the **necessary readings and notes** to help facilitate the discussion.

★NOTE: *Tutors can NOT help you with course content. Such questions should be asked to your professor.*

- I have **re-read my paper** before bringing it to the center, and have the following points I want to discuss with my tutor:

- 1 _____
- 2 _____
- 3 _____

★NOTE: *Tutors will NOT correct your grammar.*

- I have made my appointment at least **a few days before** the assignment due date.
Assignment due date: _____

★NOTE: *The tutorial affects the whole writing process. You may require MAJOR revisions that will take time. Your conference is not an editing session for minor mistakes.*

TUTOR	PRINT NAME _____
	COMMENTS _____

STUDENT evaluation of tutorial [please be specific and detailed, and return to your professor.]	

