



### University Writing Center Recurring Consultation Request

The University Writing Center is most effective when writers make use of tutoring repeatedly over time. Recurring consultations encourage writers and consultants to focus not merely on fixing a single piece of writing, but on developing skills for the next writing task, and the next. Faculty may refer students to the UWC for ongoing writing support outside the classroom. When available, a referral allows a student to have a weekly appointment, on the same day, at the same time, with the same writing consultant, for the remainder of the trimester. Students will receive notes after each consultation, which they may share with instructors at their discretion.

**Instructions for Faculty:** First, complete the form below together with the student.

**Instructions for Students:** Second, after completing this form with your instructor, submit to **Jeremy Parra** in the University Writing Center (in person in the Nursing Building, first floor, room 112, or by e-mail as an attachment to [Jeremy.Parra@adu.edu](mailto:Jeremy.Parra@adu.edu)). He will work with you to set up appointments that fit your schedule and writing needs.

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|---|
| Student Name: _____ Student E-mail: _____   |
| Student Phone: _____ Course Name and Number: _____  |
| 2-4 specific writing concerns:<br>_____   |
| Explain briefly how the student will follow up with instructor about writing progress:<br>_____ |
| Faculty Name: _____   |
| Faculty E-mail: _____ Extension: _____  |
| <b>UWC Use Only</b>   |
| Appointment Day/Time: _____ Start Date: _____   |

**With a referral, a student agrees to the following:**

- Participate actively each week in a consultation with an assigned writing consultant
- Bring assignments, related course materials, research, and writing to every consultation
- Write, revise, and practice between consultations
- Forfeit referral privileges after missing 2 appointments
- Follow up periodically with instructor do discuss writing progress and to set further goals