

# WELCOME TO THE SBCC WRITING CENTER

**BEFORE YOUR SESSION:** Please complete the top half of this form. This will help you get the most out of the 30 minutes with the tutor.

Student \_\_\_\_\_ Preferred Name/Pronouns \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Instructor \_\_\_\_\_ Course \_\_\_\_\_ Visit required? Y / N / Extra Credit Due Date \_\_\_\_\_  
 Type of Assignment (ex. narrative, compare/contrast, etc.) \_\_\_\_\_ Number of Visits? \_\_\_\_\_  
 Do you have assignment instructions? Y / N Have you already been to the Writing Center to work on this assignment? Y / N  
 What else did you bring? (ex. outline, draft with comments, etc.) \_\_\_\_\_

*Please circle one number to rate your understanding of the assignment:*

**I do not understand the assignment at all.**
**1**
**2**
**3**
**4**
**5**
**I understand the assignment completely.**

1. What are you writing about?
  
  
  
2. What steps have you taken in working on your assignment? (ex. read the assignment, outlined, drafted, peer review, revised)  
Please list as many as you can think of.

*Do you know what you'd like to work on during your 30 minutes with the tutor?*

**I have no idea what I want to do.**
**1**
**2**
**3**
**4**
**5**
**I know exactly what I want to do.**

3. What do you want to know or be able to do at the end of the half-hour session?
  
  
  
4. Is there anything else you want the tutor to know? (ex. English language learner, disability, high stress level)

**DURING YOUR SESSION:** This portion will be completed with the tutor.

Tutor: _____			Time in: _____
<b>Prewriting :</b> <input type="checkbox"/> Assignment analysis <input type="checkbox"/> Brainstorm/Cluster <input type="checkbox"/> Outlining <input type="checkbox"/> Research	<b>Working Draft :</b> <input type="checkbox"/> Focus/thesis <input type="checkbox"/> Introduction <input type="checkbox"/> Essay structure <input type="checkbox"/> Paragraph structure	<input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Conclusion <input type="checkbox"/> Citation	<b>Sentence Level :</b> <input type="checkbox"/> Grammar <input type="checkbox"/> Word choice <input type="checkbox"/> Sentence structure <input type="checkbox"/> Punctuation

<b>DURING SESSION:</b>          	<b>NEXT STEPS:</b>          
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Resources used/recommended: _____	Take-Away SKILLS or HABITS: _____	Time Out: _____
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