

Academic Development Center

Referral for Course Tutoring or Writing Consultation

Faculty Name: _____

Date: _____

I am referring _____ to the ADC for assistance in _____ (course name and #). This student needs to work on (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Strategies for Active Learning | <input type="checkbox"/> Developing strategies for completing homework assignments. |
| <input type="checkbox"/> Proactive Problem Solving | <input type="checkbox"/> Developing personalized study skills for specific courses. |
| <input type="checkbox"/> Note Taking | <input type="checkbox"/> Writing (please provide additional information below.) |
| <input type="checkbox"/> Test Prep and Test Taking Skills | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Critical Thinking and Reading Skills | _____ |
| <input type="checkbox"/> Strategies for Time Management | |
| <input type="checkbox"/> Improving understanding of course concepts (for above-listed course). | |

Writing Consultations:

- | | |
|---|--|
| <input type="checkbox"/> Brainstorming/Getting Started | <input type="checkbox"/> Critical Analysis |
| <input type="checkbox"/> Developing or Strengthening a Thesis | <input type="checkbox"/> Citation (Indicate MLA, APA, Chicago Manual, or other.) |
| <input type="checkbox"/> Paper Organization | <input type="checkbox"/> Clarity and Style |
| <input type="checkbox"/> Paragraphing | <input type="checkbox"/> Mechanics |
| <input type="checkbox"/> Working with Sources | |

Please provide any additional information that will help us work effectively with this student: _____

The ADC will initiate contact with the student you've referred, but the student is ultimately responsible for following through with an appointment. Based on your comments here, ADC tutors and consultants will work with the student to set goals at the beginning of their session. At the conclusion of the session, the tutor and the student will reflect on these goals. The referring faculty or staff member will receive a summary of the session goals and progress towards those goals.

Please email to cbaldwin-dimeo@colby-sawyer.edu or send it to the ADC.