PACE UNIVERSITY WRITING CENTER

Tutoring Referral Form

Student’s Name (printed) _______________________________ Date of Referral ____________________________
Instructor’s Name (printed) ___________________________ Instructor’s E-mail ____________________________ (please print clearly)
Dept. _______________________ Course ________________________ CRN __________________________

Number of tutoring sessions you would like this student to schedule: 9 □ 6 □ 3 □

In order to ensure that there are enough weeks remaining in the semester, please submit your nine-week referral by Friday, September 30, 2005. Thank you!

Please indicate the areas for which you would like this student to receive tutoring:

Content Development

____ developing ideas ____ using the course text in writing assignments
____ reading comprehension ____ developing a thesis
____ paragraph development ____ understanding the difference between analysis and summary

Grammar and Usage

____ subject/verb agreement ____ verb tenses ____ sentence-level clarity ____ sentence fragments
____ definite article usage ____ word choice ____ run-on sentences
____ plural v. possessive usage (s’/s) ____ pronoun-antecedent usage
____ punctuation (please specify_____________________________)

Organization

____ internal paragraph organization ____ focusing ideas ____ paragraph sequence

Other (please indicate):

________________________________________________________________________________________

Additional Comments:

________________________________________________________________________________________

________________________________________________________________________________________

To the Instructor: Please copy this form for your records. Discuss the form with your student and instruct your student to bring the original of this form to the Writing Center as soon as he or she receives it (New York: Birnbaum Library, 2nd Floor; Pleasantville: Mortola Library, 3rd Floor). Notification of the student’s first and last visit will be sent to you via interoffice mail.

(Please check and sign)

☐ In order to track my student’s attendance and progress, I would like an e-mail from the tutor after each session. My e-mail address is ________________________________

☐ I do not want my student to work with a tutor on un-graded assignments.

Professor’s Signature _____________________________________________________________________

To the Student: Please bring the original of this form to the Writing Center as soon as you receive it. (New York: Birnbaum Library, 2nd Floor; Pleasantville: Mortola Library, 3rd Floor) We will arrange a tutoring schedule. Please note that the number of sessions mandated by your professor refers to the number of weeks you must come to the Writing Center. Thank you.
Dear Pace University Student:

Your instructor has referred you to the Writing Center for tutoring. Attached is a referral form that he or she has completed. **BRING THIS COMPLETED FORM WITH YOU TO THE WRITING CENTER as soon as you receive it** (Birnbaum Library, 2nd Floor—New York; Mortola Library 3rd Floor—Pleasantville). We cannot schedule tutoring appointments for you unless you bring this form with you. When you bring the form to the Writing Center, we will schedule you on a weekly basis for the number of sessions that your instructor has indicated—for example, if your instructor has requested five tutoring sessions for you, we will schedule you for one tutoring appointment per week over five weeks. Each scheduled session will last for approximately one hour.

In order to facilitate your tutor’s work with you, please bring to your tutoring session a writing assignment that you have completed in the course for which you have been referred. The assignment may be graded or un-graded, and the assignment does not necessarily need to have received comments from your professor.

To cancel and reschedule an appointment, please call the Writing Center on your campus **48 hours** before your scheduled appointment time. In accordance with Pace University regulations, the Writing Center reserves the right to refuse tutoring to students in cases of extreme abuse of our services (such as frequent canceling of appointments or disrespect of our staff). Our staff takes their responsibilities to the Pace community very seriously—we expect those who make use of our services to treat the Writing Center staff and resources with the same respect.

Feel free to contact the Writing Center on your campus with any questions regarding writing tutoring:

Pleasantville Writing Center
Mortola Library, 3rd Floor
(914) 773-3942
Writing Center Coordinator:
Pat Stabile

New York Writing Center
Birnbaum Library, 2nd Floor
(212) 346-1085
Writing Center Coordinator:
Vera A. Saverino

We look forward to working with you!