



University Writing Center

109 Trevor Colbourn Hall

<http://uwc.ucf.edu/>

(407) 823-2197

Recurring Consultation Request

The University Writing Center is most effective when writers make use of tutoring repeatedly over time. Recurring consultations encourage writers and tutors 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 semester. 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 **Mariana Chao** in the **University Writing Center** (in person to Trevor Colbourn Hall 109, or by e-mail attachment to Mariana.Chao@ucf.edu). She will work with you to set up appointments with a consultant who fits your schedule and writing needs.

Student Name: _____ E-mail: _____ Phone: _____

Course name, number & section: _____

2-4 specific writing concerns to work on: _____

If referred by instructor, explain briefly how student will follow up with instructor about writing progress:

Faculty Name: _____ Dept.: _____ E-mail: _____ Phone: _____

Appointments at the UWC start on the hour, and lasts for 45 minutes per session. Please check <http://uwc.ucf.edu> for the semester's current hours. Every effort will be made to schedule the student in the preferred hours, but there is no guarantee that the hours listed by the student below will be available to the student. The student will be contacted if none of the three preferred times can be scheduled.

Time/Date 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____
Day of Week, Time (e.g. Monday, 9 AM)

UWC Use Only

Assigned Writing Consultant: _____ Beginning date: _____

Weekly appointment day: _____ Weekly appointment time: _____

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 3 appointments
- Follow up periodically with instructor to discuss writing progress and to set further goals