

### **Scheduling a Conference**

Sign up for an appointment at [wrsl.genbook.com](http://wrsl.genbook.com). Walk-ins are always welcome; however, scheduling an appointment will guarantee a consultant's availability at a convenient time. Appointments are 30-minute sessions with trained student consultants to help with writing, reading, and/or speaking skills and assignments for any class. Appointments can be made for individuals or small groups.

### **What to Bring to a Conference**

- Draft of your paper, speech, or text you wish to discuss (hard copy or on a computer)
- Instructor's assignment sheet/rubric
- Due date of the assignment

### **Student Records**

The WRSL establishes a file for each student who uses the services. Progress reports are filed in a conference log after each student visit to provide consultants with up-to-date information on a student's work. In addition, each file will contain a demographic form that will be completed during a first visit to the lab, which is used for institutional research only. Both demographic information and conference log forms are strictly confidential.

### **Communication With Faculty**

The WRSL will inform professors of student progress via e-mail with the student's permission only. These letters show professors that the student is working to improve reading, writing, and speaking and are viewed in a positive manner.

# Faculty Referral/Response Worksheet

## Writing/Reading/ Speaking Lab (WRSL)



100 Wartburg Blvd.  
P.O. Box 1003  
Waverly, IA 50677-0903  
800-772-2085  
[www.wartburg.edu](http://www.wartburg.edu)



Writing/Reading/  
Speaking Lab

**Pathways**

*Services for Success*

# FACULTY REFERRAL/RESPONSE WORKSHEET

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Course \_\_\_\_\_

Referring Instructor \_\_\_\_\_ Responding Consultant \_\_\_\_\_

Please assist this student in:

Assisted in:

## PREWRITING

_____	selecting a topic	_____
_____	brainstorming	_____
_____	determining audience	_____
_____	understanding purpose	_____
_____	tone	_____
_____	other (please indicate)	_____

## COMPOSING

_____	thesis/topic sentences	_____
_____	paragraph development	_____
_____	supporting details/citations	_____
_____	introduction/conclusion	_____
_____	other (please indicate)	_____

## REVISION

_____	organization	_____
_____	clarity/unity	_____
_____	sentence structure/variety	_____
_____	word choice	_____
_____	transitions	_____
_____	other (please indicate)	_____

## COPYEDITING

_____	punctuation	_____
_____	grammar/mechanics (specify)	_____