



James A. Glenn Writing Center
Faculty Referral Form

CLC 400

513-745-2875

writingcenter@xavier.edu

Professor name:

Email:

Date:

Course:

Assignment Title or Type:

Please assist my student

with the following:

Development	Revision/Style	Grammar
Understanding an assignment	Refining purpose or thesis	Format and layout
Planning a writing strategy	Developing ideas or content	Grammar
Generating ideas	Improving clarity	Usage
Formulating thesis/argument	Tone and voice	Punctuation
Developing an outline	Integrating sources	Citation
Organizing materials/ideas	Audience analysis	Non-primary language issues
Introduction	Flow and transitions	Self-editing strategies
Conclusion		

Other (explain or elaborate as needed):

Do you have any prompts or samples you would like to send? If so, please attach them.

Do you want a copy of the session report scanned and emailed to you?

The student is responsible for acting on this referral by seeking out and securing an appointment. Please remind your students to bring this form with them when they come to their session.

Please note that the Writing Center does not proofread or copy edit essays, where a writer drops off an essay for us to 'fix' before the writer picks it up again. Instead, we offer one-on-one conversations designed to help the writer gain more awareness of and control over their rhetorical choices, assisting them in learning how to identify their own particular pattern of strengths and weaknesses and to edit their own work. Appointments with the Writing Center can be made by phone, in person, or by email. We offer face-to-face and online appointments. If you have any questions about the resources available at the Writing Center, or would like us to provide links on our website to some helpful resources within your discipline, please contact Rebecca Todd at toddr@xavier.edu, 513-745-2093.