

Scheduling a Conference

Sign up for an appointment at 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



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)	_____