Writing Center Consultation Record

Session Overview

Student Name: ______________________  Consultant Name: ______________________

Date of Consultation: _____________  Course/Instructor: ______________________

Length of Session:  □ < 10m  □ 10-30m  □ 30m-1h  □ > 1h

Session Focus

This session was focused primarily on:

- Drafting
- Revising
- Polishing

We discussed:

- Choosing a Topic
- Following Prompt
- Proofreading
- Expanding Ideas
- Organization
- Language
- Finding Support
- Focus
- Citation Style
- Opposing Views
- Paragraphing
- Citation Style
- Other: ______________________

Student Preparation

The student came prepared with:

- □ a copy of the assignment
- □ a complete draft
- □ a digital copy
- □ pen and paper

Revision Plans

Based on my session with the consultant, I plan to:

- □ ______________________
- □ ______________________
- □ ______________________
- □ ______________________
- □ ______________________
- □ ______________________

Consultant Summary:


I affirm that ______________________ worked with me in the Writing Center on ______________________

(student)  (date)

from _________ to _______.

(start)  (end)

Consultant ______________________  Date ______________________