

## Shorter College - Professional Studies

### STUDENT REFERRAL TO WRITING LAB

Directions: The instructor will complete this form and send it to Faculty Services, with a copy to the student. The instructor will keep a record of students who have been referred to the Writing Lab. Faculty Services will give the form to the lab instructor. The student will call the lab instructor to work out a schedule for completing the required work. After the work has been completed, the lab instructor will sign the form and return it to Faculty Services.

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| Student Name                                                                                                                                                                                                                                                                                                                                                                                                                       | Instructor Name                                                                                                                                                                                                                                                                           |
| Course Name                                                                                                                                                                                                                                                                                                                                                                                                                        | Cohort                                                                                                                                                                                                                                                                                    |
| Course Number                                                                                                                                                                                                                                                                                                                                                                                                                      | Date of Referral                                                                                                                                                                                                                                                                          |
| <p>This student needs help with:<br/>(Please circle.)</p> <p>Parts of speech<br/>Recognizing subjects, verbs<br/>Sentence fragments<br/>Fused sentences<br/>Verbs (tense, principle parts)<br/>Diction or usage<br/>Paragraph development<br/>Supporting the topic<br/>Subject-verb agreement<br/>Pronoun-antecedent<br/>Pronoun reference<br/>Dangling or misplaced modifier<br/>Paragraph development</p> <p>Other Comments:</p> | <p>Style<br/>Capitalization<br/>Proofreading<br/>Outlining<br/>Logic<br/>Introductions<br/>Conclusions<br/>Thesis Statement<br/>Topic sentences<br/>Tense shifts<br/>Supporting the topic<br/>Comma splice<br/>Comma, semi-colon, colon<br/>Independent clauses<br/>Dependent clauses</p> |
| Lab Instructor's Comments:                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                           |
| Lab Instructor                                                                                                                                                                                                                                                                                                                                                                                                                     | Date Work Completed                                                                                                                                                                                                                                                                       |