



EFSC-UCF Writing Center
 Cocoa Campus
 Building 12, Room 331
 (321) 433-7873

Recurring Consultation Request

The EFSC-UCF Writing Center is most effective when writers make use of tutoring repeatedly over time. Recurring consultations encourage writers and tutors to focus not merely on fixing a single piece of writing, but on developing skills for the next writing task, and the next. Faculty may refer students to the WC for ongoing writing support outside the classroom. When available, a referral allows a student to have a weekly appointment, on the same day, at the same time, with the same writing consultant, for the remainder of the semester. Students will receive notes after each consultation, which they may share with instructors at their discretion.

Instructions for Faculty:

First, complete the form below together with the student.

Instructions for Students:

Second, after completing this form with your instructor, submit to Carol Harvest or Karen Best in the Cocoa Writing Center (in person to Room 331, Bldg. 12, or by e-mail attachment to harvestc@easternflorida.edu or bestk@easternflorida.edu). They will work with you to set up appointments with a consultant who fits your schedule and writing needs.

Student Name: _____ E-mail: _____

Phone: _____

Course name, number & section: _____

2-4 specific writing concerns to work on:

Explain briefly how student will follow up with instructor about writing progress:

Faculty Name: _____ Dept.: _____ E-mail: _____

Phone: _____

Writing Center Use Only

Assigned Writing Consultant: _____ Beginning date: _____

Weekly appointment day: _____ Weekly appointment time: _____

With a Referral, a Student Agrees to the Following:

- Participate actively each week in a consultation with an assigned writing consultant
- Bring assignments, related course materials, research, and writing to every consultation
- Write, revise, and practice between consultations
- Forfeit referral privileges after missing 2 appointments
- Follow up periodically with instructor to discuss writing progress and to set further goals