

Required Visits Form



THE WRITING CENTER

JUDITH G. GARDNER CENTER FOR WRITING EXCELLENCE

Please fill out this form if you are planning to make a visit to the Writing Center a requirement for an assignment. Send this completed form and a copy of the assignment and/or any notes to Martha.Smith@UTSA.edu at least **3 weeks** prior to the due date.

Instructor Details

Instructor's Name: _____

Instructor's Email: _____

Assignment Details

Number of Students: _____ Assignment Due Date: _____

Prompt: Either describe the assignment here or attach a copy of the prompt.

What are your expectations for the tutoring session? What would you like the tutors to focus on?

If you are requiring your student to visit the Writing Center, consider having a tutor visit your class to explain our appointment system and to describe what to expect in a session. We will remind students that a tutoring session is a participatory experience where they will have a conversation with the tutor about what areas the students want to work on. Also, we will inform students that tutors are not editors or proofreaders but that they will help students learn to edit and proofread more effectively.