Appointment Verification Form

Student Name: ___________________________________________ Student ID# ___________________________________________

Course: ___________________________________________ Instructor Name: ___________________________________________

Date of appointment occurred: ___________ Date scheduled w/staff: ___________ Time In: _______ Time out: _______

How much of the paper was complete for appointment? _______________________ Was the student punctual? ☐ yes ☐ No

In reviewing this draft of your paper, I am confirming we discussed following areas of your paper:

☐ Thesis/Focus/Significance (e.g. Is the thesis framed in response to a question or problem?)

☐ Evidence/Support/Analysis (e.g. Is relevant evidence provided to support all claims and assertions?)

☐ Clear Communication of Meaning (e.g. Can the basic points of the argument or text be understood clearly?)

☐ Cohesion/Organization/Flow (e.g. Do topic sentences set up the purpose and content of each paragraph?)

☐ Synthesis/Integration (e.g. Does the author integrate her/his insights into the paper’s broader discussion?)

☐ Style/Diction/Tone (e.g. Is the overall tone, or attitude, of the paper appropriate to the audience?)

☐ Response to Writing Prompt (e.g. Does the paper fulfill all the requirements specified in the assignment?)

☐ Language/Proofing (e.g. Does the writing demonstrate a basic command of grammar and punctuation?)

☐ Citation Style (e.g. Is the proper citation style correctly implemented throughout the paper?)

Does the writing specialist recommend a follow up appointment: ☐ yes ☐ no

Tutor: Comments, Recommendations and Next Steps

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Tutor Name

Signature

Date

7/2017