

Writing/ePortfolio Studio Contact Form

Please use a blue or black pen to complete this form when making your appointment. Leave with the Studio staff member who confirms your appointment.

Name: _____

Assignment: _____
(e.g., research paper, essay proposal, citing sources)

Course: _____

Instructor: _____

Due Date: _____

Campus/Local Address: _____

Classification: FR SO JR SR GRAD CONT ED

Telephone Number: _____

Major: _____

Email Address: _____

Please send this contact form to my instructor.

☐ Yes ☐ No

Instructor Email Address: _____@vsu.edu

What stage in the writing process is the assignment you would like to discuss? (Circle the appropriate stage below).

prewriting

outline

rough draft

final draft

revision

What would you like to discuss about your assignment in this session?

(e.g., getting started, developing my ideas, organizing my thoughts, incorporating or citing outside sources)

Thanks for letting us assist you!

For Staff Use Only (Please do not write below this line).

Staff: _____

Staff Email: _____

Session Start: _____

Session End: _____

Description of session:

Instructor: _____ has requested that you be notified of their recent session in the Writing and e-Portfolio Studio. Please forward any questions or comments regarding this session to the Staff email address above.