Academic Development Center
Referral for Course Tutoring or Writing Consultation

Faculty Name: ______________________________________________________

Date: ____________________

I am referring ___________________________ to the ADC for assistance in
_______________________________ (course name and #). This student needs to
work on (check all that apply):

☐ Strategies for Active Learning ☐ Developing strategies for completing
☐ Proactive Problem Solving homework assignments.
☐ Note Taking ☐ Developing personalized study skills
☐ Test Prep and Test Taking Skills for specific courses.
☐ Critical Thinking and Reading Skills ☐ Writing (please provide additional
☐ Strategies for Time Management information below.)
☐ Improving understanding of course
   concepts (for above-listed course).
☐ Other: _______________________
                   _______________________

Writing Consultations:

☐ Brainstorming/Getting Started ☐ Critical Analysis
☐ Developing or Strengthening a ☐ Citation (Indicate MLA, APA,
Thesis Chicago Manual, or other.)
☐ Paper Organization ☐ Clarity and Style
☐ Paragraphing ☐ Mechanics
☐ Working with Sources

Please provide any additional information that will help us work effectively with this
student: __________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

The ADC will initiate contact with the student you’ve referred, but the student is ultimately
responsible for following through with an appointment. Based on your comments here, ADC
tutors and consultants will work with the student to set goals at the beginning of their session. At
the conclusion of the session, the tutor and the student will reflect on these goals. The referring
faculty or staff member will receive a summary of the session goals and progress towards those
goals.

Please email to cbaldwin-dimeo@colby-sawyer.edu or send it to the ADC.