CCU Writing Center
Prince 209
843-349-2937

Student Name:       Professor Name:

Class:        Due Date:

Assignment:

Goals/Focus:

Consultant’s Name:      Date Submitted:

Writing Center-Client Agreement

Service Provided: Writing Center consultants work with clients. Although consultants do not edit/proofread papers, they will help you edit your papers.

Center Responsibility: The Writing Center is not responsible for either paper grades or instructor comments on papers.

Client Responsibility: You must keep your appointments. If you are unable to keep your appointment and do not call to cancel it at least twenty-four hours in advance, you may lose your Writing Center privileges.

Any and all opinions or information given by any writing center consultant, either individually or collectively, should not be construed as indicative of your professor’s opinions, nor should any information given be construed as sufficient to meet the standards of your professor. As an author you and only you remain responsible for your paper.

I have read this agreement and understand it.

SIGNATURE:_________________________ DATE:_________________________

FOR OFFICE USE ONLY

Consultation Notes

Issues Covered in Consultation:

_____ Research
_____ Brainstorming
_____ Outlining
_____ Developing a Thesis
_____ Determining Audience
_____ Building an Argument
_____ Strategies for Drafting
_____ Getting Started
_____ Cohesion
_____ Spelling
_____ Active vs. Passive Voice
_____ Editing Strategies

_____ Lead-in
_____ Effective Introductions
_____ Using Transitions
_____ Supporting a Thesis
_____ Effective Paragraphs
_____ Coherence
_____ Unity
_____ Sentence Variety
_____ Shifts in Tense
_____ Conclusions
_____ Syntax
_____ Strategies for Revision

_____ Subject-Verb Agreement
_____ Pronoun Usage
_____ Comma Usage
_____ Run-on Sentences
_____ Sentence Fragments
_____ Punctuation
_____ Documentation (_____
_____ Word Choice
_____ Adjective/Adverbs
_____ Diction
_____ Organizations

Notes: