



CCU Writing Center
Prince 209

INTAKE FORM

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:

- | | | |
|---|--|---|
| <input type="checkbox"/> Research | <input type="checkbox"/> Lead-in | <input type="checkbox"/> Subject-Verb Agreement |
| <input type="checkbox"/> Brainstorming | <input type="checkbox"/> Effective Introductions | <input type="checkbox"/> Pronoun Usage |
| <input type="checkbox"/> Outlining | <input type="checkbox"/> Using Transitions | <input type="checkbox"/> Comma Usage |
| <input type="checkbox"/> Developing a Thesis | <input type="checkbox"/> Supporting a Thesis | <input type="checkbox"/> Run-on Sentences |
| <input type="checkbox"/> Determining Audience | <input type="checkbox"/> Effective Paragraphs | <input type="checkbox"/> Sentence Fragments |
| <input type="checkbox"/> Building an Argument | <input type="checkbox"/> Coherence | <input type="checkbox"/> Punctuation |
| <input type="checkbox"/> Strategies for Drafting | <input type="checkbox"/> Unity | <input type="checkbox"/> Documentation (_____) |
| <input type="checkbox"/> Getting Started | <input type="checkbox"/> Sentence Variety | <input type="checkbox"/> Word Choice |
| <input type="checkbox"/> Cohesion | <input type="checkbox"/> Shifts in Tense | <input type="checkbox"/> Adjective/Adverbs |
| <input type="checkbox"/> Spelling | <input type="checkbox"/> Conclusions | <input type="checkbox"/> Diction |
| <input type="checkbox"/> Active vs. Passive Voice | <input type="checkbox"/> Syntax | <input type="checkbox"/> Organizations |
| <input type="checkbox"/> Editing Strategies | <input type="checkbox"/> Strategies for Revision | |

Notes: