**Session Note Question Bank by Unique Institutional Form**

Below, find a set of 30+ session note forms that contain questions that are used by writing centers around the United States and in other parts of the world. We hope that these forms will give you ideas and inspiration as you develop/revise the session note form at your own institution.

Form 1

* Student Name
* Student ID
* Date
* Course
* Instructor
* Campus
* Assignment sheet? Y/N
* Type of assignment:
* Summary of tutoring session:

Form 2

* Client
* Appointment Date
* Appointment Time
* Staff or Resource
* Genre
* Location
* Type of Conference (Checkbox/Check all that apply):
* Required
* ESL
* Sibling
* Personal
* Group
* Reading Conference
* Other (Explain Below)
* What did the client bring in?
* Assistance Requested?
* Assistance Given?
* Directions of conference
* Comment and Insight: Describe issues discussed, strategies used, etc.?
* (Not emailed) How did the conference go? (Rate the conference 1 – 6 with 1 being “not well” and 3 being “somewhat well.”)
* (Not emailed) Share any commentary on why the conference did/did not go well:

Form 3

* Email address

**Part I: Completed by consultant**

* Consultant name
* Matched consultation (Y/N)
* Did the writer provide an assignment sheet or an assignment description? (Y/N)
* What was the focus of the consultation?
  + Understanding the assignment
  + Writing process
  + Global Concerns
  + Grammar/mechanics
  + Documentation/integrating sources
  + Other
* Briefly summarize the consultation here:

**Part II (filled out by writer)**

* Date
* Time in
* Time out
* First name
* Last name
* I give the learning commons permission to send me occasional surveys for the purpose of improving the Learning Commons services: (Y/N)
* I would like to be informed of workshops or other events sponsored by the Learning Commons (Y/N)
* Class Year:
  + First year
  + Second year
  + Third year
  + Fourth year

Form 4

* Tutor
* Writer
* Course/Instructor
* Date
* Assignment/Title of work
* Summary/suggestions
* Length of session
* Due Date

Form 5

* What went on in the session?
* What’s next for the writer?

Form 6

* Staff or resource
* What was the main focus of the session?
  + Understanding assignment
  + Brainstorming/Outlining
  + Drafting
  + Revising
  + Grammar/Syntax

Form 7

* Name
* Date
* Time arrived
* Course name/number
* Professor
* Assignment
* Class standing
* Tutor name
* Start time
* End time

Form 8

* Staff
* In today’s session, we worked on higher order concerns. These are the most important aspects that you should consider revising as you write (check all that apply)
* Analysis
* Assignment requirements
* Audience awareness
* Developing ideas
* Evidence
* Genre Awareness
* Organization
* Synthesis
* Thesis
* Other
* In today’s session, we worked on the following lower-order concerns. These are important areas, but should only be addressed after you have revised your writing to address all higher order concerns (check all that apply)
  + Citation
  + Grammar/mechanics
  + Manuscript format
  + Usage
  + Other

Form 9

* Writer brought:
* Writer’s main concern was:
* We reviewed:
* We consulted other sources including (list below)
* We discussed:
* Feedback/suggestions for next steps:

Form 10

Actual Appointment Length (pull-down in 5-minute increments)

Staff or Resource (pull down with Fellow names)

What type of session was this?

* Writing Center (by appointment)
* Writing Center (Walk-in/Drop-In)
* Online Writing Center
* Athlete Study Table
* Cell and Molecular Biology Workshop
* Other Workshop
* Testing Center

Type of Assignment?

* No Assignment/Not Class Related
* Research Paper
* Compare/Contrast Paper
* Personal Narrative
* Text Analysis Paper (Western Heritage)
* Senior Thesis
* Reflective/Response Paper
* Lab Report
* Class Writing Assignment
* Other-Testing

Academic Department?

* Western Heritage
* Accounting and Finance
* Art
* Asian Studies
* Athletic Training
* Biology
* [Name] Social Science
* Chemistry
* Classics
* Communication & Digital Media
* Computer Science
* Criminal Justice Program
* Economics
* Education
* English
* Entrepreneurial Studies in the Natural Sciences
* Environmental Science Program
* Exercise and Sports Science
* Geography and Earth Science
* Great Ideas
* History
* Honors Program
* International Political Economy
* Management and Marketing
* Mathematics
* Modern Languages
* Music
* Neuroscience Program
* Nursing
* Philosophy
* Physics and Astronomy
* Political Science
* Psychological Science
* Religion
* Social Work
* Sociology
* Theatre
* Women and Gender Studies
* Non-Course Related/General/Other

Course? (textbox)

Is the Course a writing intensive course?

* Yes, Western Heritage
* Yes
* No

Primary Issue addressed?

* Understanding the Assignment/Meeting Requirements
* Brainstorming/Pre-Writing
* Thesis or Focus
* Development of Argument or Analysis
* Integrating Quotations
* Organization
* Use of Citations
* Proofreading/Editing
* Testing Center

Secondary Issue addressed?

* Understanding the Assignment/Meeting Requirements
* Brainstorming/Pre-Writing
* Thesis or Focus
* Development of Argument or Analysis
* Integrating Quotations
* Organization
* Use of Citations
* Proofreading/Editing
* Testing Center

Comments: (Textbox)

Form 11

**Areas of Focus**

* Stage of the Writing Process
  + Pre-writing
  + Rough draft
  + Revising
  + Editing
  + Final draft
  + Rewriting
* Rhetorical Choices:
  + Understanding assignment/rhetorical situation
  + Developing ideas through examples and explanations
  + Using evidence
  + Adopting appropriate tone for situation, purpose, audience
  + Adopting to standard American English rhetorical conventions
  + Incorporating texts
  + Finding adequate vocabulary to express ideas
* Organization and format:
  + Thesis
  + Developing an organizational plan
  + Applying plan/organizational principles
  + Following assignment format
* Language, grammar, usage, and mechanics
  + Understanding subject/verb agreement
  + Eliminating fragments/run-on sentences
  + Using punctuation appropriately
  + Using appropriate articles, prepositions, and verb endings
  + Using citation appropriately
* Reading skills/strategies
  + Analyze/evaluate
  + Annotations
  + Main ideas/details
  + Summarize/paraphrase
  + General comprehension
* Study skills/strategies
  + Noting taking
  + Prioritizing assignments
  + Managing homework load
  + Creating study/review plans
* Grammar and general language skills
  + Grammar
  + Parts of speech
  + Syntax/sentence structure
  + Vocabulary
  + Grammar homework exercises
  + Language conventions
* Assignment Description
* Assignment strengths
* Student’s questions
* Assignment weaknesses
* Student’s area of focus
* Reflect on the session:
* Comments to student:

Form 12

* Student Name (please print):
* Assignment Type (Expository, Argumentative, etc.):
* Today’s Date:
* Due Date:
* ☐ Print or ☐ Computer
* Citation Style:
* Professor/Faculty Name:
* Course:
  + Guidelines/Instructions Provided
  + No Guidelines/Instructions Provided
* What are your primary concerns with this assignment?
* Session focus
* General issues noted (see consultant recommendations handout for more details)
* Consultant’s recommendations

Form 13

* Client:
* Staff or Resource:
* Date:
* Session topics:
* Does the student need a follow-up appt?:
* Did you sense the student was helped through this session?
* Help Desk:
* Comments:

Form 14

* What did you work on during the tutorial?
* Comments

Form 15

* Internal Notes (will not be sent to instructor)
* Consultation Description

Form 16

* Were all issues addressed?
  + All HOCS
  + No
  + Yes
  + APA References (unable)
* Were learning aids provided?
* Was a reference made?
  + No
  + Library
  + Student services
  + Other

Form 17

* Resources Used:
  + Game
  + Handout
  + Style guide
  + Dictionary
  + Thesaurus
  + Other
  + None
* I was satisfied with this session (Likert Scale)
* I felt that we made progress in the session (Likert Scale)

Form 18

* Session notes

Form 19

* Writer’s Progress (checkbox)

Form 20

* Briefly describe the assignment
* Describe Stage of writing process
* What writing issues were focused on?
* Describe writing tutorial
* Identify topics to discuss with tutor colleagues

Form 21

* **Assignment**
* **Subject Area**
* **Comments**

Form 22

* I feel I was successful as a tutor in this session (Likert Scale)
* Please reflect on something that happened in the session (what’s something you are proud of doing or something you wish you had done differently?)
* Is there anything you think the WC Director should know about this session?

Form 23

* This session went well (Likert)
* What was the main focus of the tutoring session?
* Please identify any successful moments and/or strategies you’d like to share:
* Please identify any issue that presented a challenge:

Form 24

* Was the student prepared for their appointment?
* What was discussed in the session?
* What is the action plan for the student?
* (optional), “I’d like more info on”:

Form 25

* Were any patterns of error (word choice, verb tense, preposition issue, etc.) identified to the student?
* If you worked on citation, which system (MLA, APA, Chicago, etc.)?
* If you worked on citation, what strategies did you use?
  + Modeling (online resource)
  + Modeling (handbook)
  + Asking another consultant for help
  + Ooops—I pretended to be an expert who doesn’t need resources
* Session summary (may be shared with student)
* Helpful hints for next writing consultant (will NOT be shared with student)
* What kinds of strategies/activities did you use?
  + Auditory (talking)
  + Visual (drawing)
  + Kinesthetic (moving)
  + Curing for Transfer
* Disclosed disabilities or accommodations

Form 26

* What two or three areas did we cover? (rhetorical topics or examples from the paper – try to be specific: if it’s punctuation, which? If it’s “unity,” which paragraph, etc.)
* Of the areas we covered today, which was most important and needs attention first? Second? (try to use the writer’s own words, but you may suggest topics if the writer seems stuck)
* Length of session:
* Need another appointment?

Form 27

What did the session accomplish?

* Writing
* Prewriting
* Brainstorming
* Selecting a topic
* Outlining and planning
* Other
* Drafting
* Thesis sentence creation
* Introduction
* Conclusion
* Organization
* Using source and evidence
* Other?
* Revising (Writing)
* Organization
* Cohesion
* Other
* Editing
  + Style (conciseness, clarity, etc.)
  + Grammar
  + Punctuation
  + Citations
  + Other
* CONVERSATION
  + Fluency
  + Grammar
  + Pronunciation
  + Public speaking & presentation
  + Listening session
  + Vocabulary enrichment
* ACADEMIC & PROFESSIONAL DEVELOPMENT
  + Scholarship application
  + Teaching/learning-related topic
  + Language test preparation
  + Others
* Briefly describe the session:

Form 28

* What concerns does the client have?
* Plans for what to do next?

Form 29

* How did you work?
  + Our computer
  + Student’s computer
  + Skype
  + Paper
  + Email

Form 30

* If you’ve worked with this person before, did you notice change in any areas since the previous session?
* What went well this time and what might you improve next time?
* What should other tutors know about when working with this client?
* The client seemed comfortable with the assignment/Task (LIKERT)
* The client seemed confident about the type of writing support they needed (LIKERT)
* What kind of appointment was this?

Form 31 (Collaboratively written form)

* Session agenda sheet
* Name:
* Course:
* Date:
* Time
* Instructor:
* Due Date of the Assignment:
* I have an assignment sheet: (Circle one) YES / NO
* At what stage of the writing process are you in with this draft? Please check one.
  + Getting started
  + Early/exploratory draft
  + Working Draft
  + Later Draft
* What do you want to work on in this session? Please select no more than three.
  + Starting out
  + Exploring my ideas
  + Working with my ideas
  + Reviewing my writing
* Documentation - If your writing involves research, what do you want to work on?
  + I need help finding and/or evaluating resources.
  + I need help integrating information from my sources into my essay (in-text documentation).
  + I need help with my Works Cited/Bibliography/Reference page.
* Reading - If you want help with reading, what do you want to work on?
  + Understanding what I’m reading.
  + Learning new vocabulary words.
  + Learning how to take better notes while I’m reading.
  + Other
* Tutor Summary and Comments:

Form 32

* Comments (summary, successes, challenges, next steps):
* Notes on student’s development:

Form 33

* English-as-an-additional-language (EAL) (drop down menu)
  + Client concerns were entirely or mainly EAL
  + Client concerns included some EAL issues
  + Client did not have EAL concerns
* EAL writing concerns (check all that apply)
  + none
  + not applicable
  + agreement (noun-pronoun subject-verb)
  + article use
  + idioms
  + plural/singular forms
  + prepositions
  + sentence logic
  + reading comprehension
  + verbs
  + vocabulary
  + word usage
  + Other EAL writing concerns (if not listed above)
* Learning concerns (Check all that apply)
  + none
  + not applicable
  + academic reading
  + anxiety
  + note-taking
  + organizational skills
  + study skills
  + time management
  + understanding assignment
  + Other learning concerns (if not listed above)
* Speaking skills or concerns (Check all that apply)
  + none
  + not applicable
  + conversation strategies
  + oral presentation
  + pronunciation
  + vocabulary
  + Other speaking concerns or skills (if not listed above)
* In your consultation, did you use more than one language? Y/N
* If yes, what other language(s) did you use?
* If yes, what was your purpose in using the other language(s)?

Form 34

* Assessment:
  + What did the student identify as needing to work on?
  + Was there any relevant feedback from their professor?
  + How did your assessment mesh with these?
* Approach:
  + What tutor strategies did you employ and how successful were they?
  + How did you and the student balance participation?
  + Did the student seem ready to continue working on the paper after the session?
* Heads-up:
  + What else about the conference or the student would you want to tell other tutors who work with the student?

Form 35

* Describe the writing/project the client brought in
* Describe the client's concerns regarding the writing/project
* Did the consultant share any resources or handouts?
* Did the consultant engage in anti-racist work (pedagogy, theory, discussion) in the session? (If "Yes," please detail in comments box below).
* Describe any strategies the tutor used in-session:
* Comments box (open ended)