

Online Tutoring
E-mail Tutoring Request & Submission Form

Your First and Last Name:

Your Student ID#:

Your phone#:

Your Campus:

Your Class (for example,
"ENG111"): Your Professor's Name:

The Name of the Assignment:

REQUIRED. Please briefly describe the assignment below. (You may also choose to attach the assignment sheet to this form):

Choose **2** options below for the tutor to focus on as (s)he reviews your paper.

Thesis

A clear and specific thesis is central to the essay and sets expectations for the content; if the paper is a persuasive essay, the thesis states and arguable claim. Astute and insightful analysis clearly connects content to central thesis.

Organization

Specific topic sentences govern cohesive paragraphs. Appropriate, clear, and smooth transitions create a progression of ideas.

Use of sources

Sources are appropriate for the topic, purpose, and audience. The paper accurately represents sources and their context through quoting and paraphrasing.

Language

The paper is generally free from grammatical and mechanical errors. Language is tailored to audience and purpose. Demonstrates awareness of voice and style.

MLA documentation

The paper adheres to MLA format. The Works Cited page contains necessary source information in the correct order and format. The in-text citations contain correct information.

APA documentation

The paper adheres to APA format. The References page contains necessary source information in the correct order and format. The in-text citations contain correct information.

Other

Please describe in the space below.

Please send this completed form along with your paper to anwritingcenter@gmail.com

To attach a document to an e-mail, click on "attach file," click on browse, find the file labeled with your name and paper title, and double-click on the file.