

Language Arts Lab (Room 6308)

Referral Form

Student: _____

Instructor: _____

Date of Referral: _____

Course:				
<input type="checkbox"/> English 100	<input type="checkbox"/> English 110	<input type="checkbox"/> English 1A	<input type="checkbox"/> English 1B	<input type="checkbox"/> English 1C
<input type="checkbox"/> ESL 134	<input type="checkbox"/> ESL 136	<input type="checkbox"/> ESL 137	<input type="checkbox"/> ESL 146.	<input type="checkbox"/> ESL 147
<input type="checkbox"/> ESL 156	<input type="checkbox"/> ESL 157	<input type="checkbox"/> ESL 166	<input type="checkbox"/> ESL 167	<input type="checkbox"/> ESL 25
<input type="checkbox"/> ESL 26				

<input type="checkbox"/> Grammar:		<input type="checkbox"/> Mechanics:	
<input type="checkbox"/> Verb Tense	<input type="checkbox"/> Articles	<input type="checkbox"/> All Punctuation or	
<input type="checkbox"/> Present	<input type="checkbox"/> Adjectives and Adverbs	<input type="checkbox"/> End Marks	<input type="checkbox"/> Hyphen, Dash
<input type="checkbox"/> Past	<input type="checkbox"/> Nouns	<input type="checkbox"/> Comma	<input type="checkbox"/> Italics
<input type="checkbox"/> Future	<input type="checkbox"/> S/V Agreement	<input type="checkbox"/> Semicolon, Colon	<input type="checkbox"/> Quotation Marks
<input type="checkbox"/> Perfect	<input type="checkbox"/> Pronoun Reference		<input type="checkbox"/> Hyphen, Dash
<input type="checkbox"/> Modals	<input type="checkbox"/> Plurals	<input type="checkbox"/> Spelling	<input type="checkbox"/> Capitalization
<input type="checkbox"/> Conditional			

<input type="checkbox"/> Sentence Structure:		<input type="checkbox"/> Other:	
<input type="checkbox"/> Simple	<input type="checkbox"/> Compound-Complex	<input type="checkbox"/> Vocabulary	
<input type="checkbox"/> Compound	<input type="checkbox"/> Comma Splices and Run-ons	<input type="checkbox"/> Keyboarding	
<input type="checkbox"/> Complex	<input type="checkbox"/> Fragments	<input type="checkbox"/> Other (please be specific)	
<input type="checkbox"/> Sentence variety		<input type="checkbox"/> MLA	

Student Responsibilities:

- The student should ask her/his instructor for suggestions for what to work on in the lab.
- The student should keep all materials (exercises, tests, etc.)—these may not be left in the lab.
- The student must sign in to keep track of hours for instructor.
 1. The sign-in/sign-out computer is located in the corner of the main lab.
 2. Enter your ID number and choose your course (see what you entered above).
- The student **must** keep the assessment/assignment form we give you—we cannot replace this.
- If the material is too easy, it is the student's responsibility to ask for a re-assessment.
- If the student wants to work on another skill, it is her responsibility to ask for that material.

Contract:

1. I understand that I am responsible for completing the work my instructor has assigned me.
2. I understand that if I cause problems in the lab, I will not be allowed to use it.
3. I understand that I may NOT use my cell phone or let it ring in the lab.
4. I agree that I will be respectful of other students and lab staff.
5. I have read, understood, and agree to everything stated in this contract:

signature

date

Assignment: _____

Staff initial: _____