

## Written Assignment Information Request

Please complete the following information and return it to the TLCC (WH – Summer Hicks, Station 10 or LK – Mike Whann, Station 66) so that our tutors can assist your students more effectively. Please fill out a separate form for each course you teach.

Name \_\_\_\_\_ Date \_\_\_\_\_

Course name and number \_\_\_\_\_

Is this a Gordon Rule Requirement class? \_\_\_\_\_

When is the written assignment due?

\_\_\_\_\_ Rough draft \_\_\_\_\_ Final draft

What type of written assignment is required?

\_\_\_\_\_ Biographical \_\_\_\_\_ Informative \_\_\_\_\_ Persuasive \_\_\_\_\_ Other

What is the assigned topic? \_\_\_\_\_

Or is the topic the student's choice? \_\_\_\_\_

How many sources are required? \_\_\_\_\_

\_\_\_\_\_ Online \_\_\_\_\_ Print

What type of documentation is required?

\_\_\_\_\_ MLA \_\_\_\_\_ APA \_\_\_\_\_ Other \_\_\_\_\_

Would you like to inform our tutors of any special requirements? If so, please use the space provided below. *Note: The TLCC Checklist will be completed by all students and will serve as verification that a student worked with an English tutor.*

Thank you for your time and assistance.

Winter Haven TLCC Staff (Summer Hicks - Station 10)

Lakeland TLCC Staff (Mike Whann - Station 66)