

# Southwestern Community College

## Learning Assistance Referral

To (Student):		Date:	
From (Instructor):		Instructor's Signature:	
<p>SCC's Learning Assistance is committed to improving skills to ensure student success. The instructor is encouraged to check a few skills (below) on which to focus during one assistance session. After the instructor signs the form, the student will bring it to the Jackson Learning Lab. After the session is completed, a copy of the form will be sent to the instructor.</p>			
<b>Writing</b>			
	gathering ideas	organizing ideas	supplying details
	developing thesis	other	
<b>Editing</b>			
	sentence structure	grammar	spelling
	paragraph development	punctuation	details
	transitions	other	
<b>Documenting</b>			
	MLA Style	APA Style	Evaluating Sources
	other		
<b>Reading</b>			
	identifying thesis	increasing vocabulary	
	understanding ideas	writing summaries and responses	
	other		
<b>Study Skills</b>			
	getting organized	taking notes	preparing for tests
	managing time	other	
<b>Math</b>			
	solving word problems	basic arithmetic	using a calculator
	reviewing material	other	
<b>Computer</b>			
	basic survival skills	PowerPoint	Excel
	basic word processing	other	
<p><b>Instructor:</b> Please list any other skills with which the student needs assistance. Also, feel free to add helpful feedback.</p>			
<b>Tutor's Feedback (Please write clearly.):</b>			
Time and Date Student Visited LA			Amount of Time Spent with Student
Tutor Signature			Date
Learning Assistance Coordinator Signature			Date