

BGSU Firelands College Writing Lab

Online Tutoring Request Form

**Student Request**

Instructions: Students, fill out items 1-6 below to receive online tutoring from a Writing Lab tutor. Attach the completed version of this form, the paper you need help with, and a copy of the corresponding assignment sheet (if provided) to your email. All emails must be sent to the Writing Lab’s main address ([firewrite@bgsu.edu](mailto:firewrite@bgsu.edu)). All papers must be submitted in MS Word format (.doc or .docx files.)

1. Student Name:

2. MyBGSU Username:

3. Instructor Name:

4. Course Title and Number [Ex: GSW 1110]:

5. Describe the type of assignment that you are working on and your main concern(s) about it. Be as descriptive as possible. If the instructor has provided a document describing this assignment, sending a copy of that document along with this form and your paper is highly recommended.

6. State the date and time when feedback on this work is needed. **A minimum of two business days’ advance notice is required for all tutoring requests.**

**Tutor Response (For Writing Lab Use Only)**

Date and Time Request Received:

Receiving Tutor:

Feedback Tutor:

Date and Time Feedback Started:

Date and Time Feedback Returned: