

All FWS instructors should collect a **writing sample within the first 10 days of the semester**. This first writing assignment (often ungraded) should be at least 2 pages and should challenge students to produce the kinds of intellectual work expected of them in your course. In typical seminars, this means writing built upon inquiry into complex disciplinary conversations, engagement with textual material, and analysis of scholarly concepts.

Occasionally, you will find a student whose writing is considerably weaker than the rest, or a student who lacks the experience or confidence typical among their classmates. You might look for essays that show a range of problems: over-reliance on summary or personal experience, little understanding of the assignment, weak analysis, critical sentence problems, many grammar and usage errors.

If you are concerned about a student's ability to comfortably succeed in your FWS or if you feel as though a student might need more individual attention than you can reasonably provide, you should consult with me to determine what support services the WRITING WORKSHOP recommends.

Fill out a copy of this form and send it, the student's paper, and a copy of your assignment to tracyhcarrick@cornell.edu, as soon as possible but no later than **Monday, September 9**. Identifying students quickly ensures the best results. **PLEASE DO NOT SEND STUDENTS DIRECTLY TO ME.**

COMPLETE THIS FORM AND SUBMIT WITH

- A COPY OF STUDENT ESSAY
- YOUR FWS WRITING ASSIGNMENT

DATE: _____

Instructor Name: _____

Instructor NetId: _____

Course Name: _____

Course Number: _____

Student Name: _____

Student NetId: _____

Briefly describe your concerns, questions, and ideas.