**In a Nutshell:** This top form is an example of a prepared student – she arrived with an outline, stayed for 40 minutes, and engaged in a productive session.

**In More Detail:** Writing Center sessions can last up to 50 minutes; our policy is to only provide these sheets to students who stay at least 30. The ‘Student Brought’ line is designed to show you exactly how prepared the student was for the session. The ‘Assignment Topic’ line demonstrates that the composition was (or wasn’t) actually for your course.

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**In a Nutshell:** This bottom form is an example of a less-prepared student – he arrived with only notes, stayed for the minimum 30 minutes, and was less in control of the session activity.

**In More Detail:** Sessions involving brainstorming and outline creation are GREAT, but we provide these details in case you have different expectations. Again, the ‘Student Brought,’ ‘Assignment Topic,’ and ‘Worked On’ sections might communicate important information to you if, for example, you told students they needed to bring in a draft of at least 3 pages for their essays on World War 2 (and this student brought only notes for an essay on World War 1).