|  |  |  |
| --- | --- | --- |
|  | Tutor name:  Client name:  Trainee name:  Date: |  |
|  | Describe what client brought: |  |
| **Review of Assignment/**  **Draft** | :05  :10 |  |
|  | Goal(s): |  |
|  | Plan: |  |
| **Tutor moves/**  **strategies**  **and client responses**  **Goals: Are they being met? Revised?** | :15  :20  :25  :30  :35  :40 | Tutor: Client: |
| **Closing:**  **Check on understanding** | :45 | Tutor: Client: |
|  | Describe End Product: |  |
|  | Client’s next steps: |  |

**Shift #2 Questions:**

Look at the order in which the tutor ran the appointment.  In what ways did this order benefit the tutor?  In what ways did it hinder the tutor?

In what ways did the tutor embody a “writing partner” stance, instead of a professorial stance?

**Shift #3 Questions:**

How did client react to tutor goals/plan? Did they agree with the tutor? How did the tutor address client concerns, if there were any?

What are some key differences between this appointment and other sessions you have observed?  What are some key similarities?