**SMCM Writing & Speaking Center Report**

**Client:** James Kaufman

**Staff or Resource:** MK

**Date:** December 4, 2018, 11:00am - 11:30am

**Assignment:** Research Paper;

**If Other, fill in assignment here:**

**What was the nature of this appointment?:** written expression

**Did this appointment pertain to an SMP or senior seminar?:** no

**The student was:** 15 minutes late

**The student requested assistance with the following step of the process:** Incorporating Sources or Evidence; Organizing/Structuring;

**If Other, fill in process step here:**

**The student and I approached these concerns by:** Reading a draft or key sections of a draft;

**If Other, fill in approach here:**

**To address the student's concerns, we discussed the following tips, strategies, guidelines, conventions, and/or ideas (list them):** -incorporating sources evenly throughout paper

-creating a solid thesis

-purpose of a conclusion

-proper AMS citation

**I suggested the following resources (list them):** AMS citation guidelines

**I suggested the student ask the professor about:**

**Additional Notes:**