On the Go Interventions:  
A Portable Referral System for Library Instruction  
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Referral Form
Faculty member identifies learner skill gaps, based on defined competencies & fills out referral form.
Referral form is copied to:
- Consultant
- Faculty member
- Student
Referral form submission also triggers an "Appointment Information" email to student.

01 LEARNING ARTIFACT
Submitted in online course

02 SKILL GAP
Assessed and identified by course faculty

03 FACULTY REFERRAL
Triggers calendar invitation by email to student

04 CONSULTATION
Appointment with subject specialist occurs at Residency

05 FOLLOW UP
Librarian's report is sent to faculty & student

06 STUDENT RECORD
Intervention is noted automatically upon follow up

Feedback Form
Face-to-face consultation occurs between consultant and student. Consultant then completes feedback form.

Library
Please note the interventions or recommendations given:
- Search strategy in course-specific journal databases
- How to search for sources related to a theory
- How to search for sources related to a research method
- How to search for sources related to tests/measures
- Cited Reference searching
- Organization strategies for document management

Tracking
Feedback form is copied to:
- Consultant
- Faculty member
- Student
- Student’s university record in CRM

Faculty member:
- Provides any additional support needed
- Monitors student's progress
- Refers to other consultants as needed

Case is auto-closed and marked secured, for confidentiality. Notes from faculty and librarian are not preserved in student record.

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