

Workshop leader: _____

Writing Center Request for Workshop Form

To give our staff a better idea of how we can help you, please give us the following information. After we have your information, a Writing Center staff member will follow up with you about your request.

Please note: we prefer to have at least three week's notice for all workshops. The Writing Center cannot plan workshops less than one week in advance.

Today's date: _____ Class time and location: _____

Contact person: _____

E-mail: _____ Ideal workshop length: _____

Ideal date for workshop: _____ Two alternate dates: _____

Workshop focus: _____ Phone: _____

Course/Department/Office: _____ Number of students: _____

What would you like your students to gain from your Writing Center workshop? What are your main concerns at this point?

Describe or attach any class assignments that relate to the workshop you would like us to provide.

Do you have a course web page and, if so, may we access it? If so, please give us a login and password.

Do you have a syllabus and/or an assignment you can send us?
