Writing Center Service Request Form

YES! I'd like a Writing Center tutor to visit my class briefly for 10 minutes to introduce Writing Center services to my students and hand out brochures.
YES! I would like to request the 45-minute classroom workshop on the standards and expectations of college-level writing for my FYE class, including brochures and a brief oral description of Writing Center services.
YES! I would like Writing Center tutors to come to my class to conduct a workshop for 40 minutes on:
  Creating Strong Introductions and Conclusions
  Developing Paragraphs
  Integrating and Citing Sources (MLA and/or APA–Please specify by circling)
  Utilizing Revision Strategies
No, I don’t need a visit or a workshop, but I’d like you to send me copies of your Writing Center brochure to hand out to my students. I’d like to talk to the Writing Center Director about tailoring a workshop specifically for my class. Please call me at ________________.

Instructor Name: _________________________________
Class: __________________________ Location of Class: _______________________
Number of Students (for handouts/brochures): ________________
Day/Time you would like visit/workshop:
(please provide two options) 1. _________________________________
  2. _________________________________
Contact information (e-mail address or phone number): _______________________________

Put this request form in Jay Sloan's mailbox. You will receive confirmation from Dr. Sloan or from the tutor assigned to come to your class. Thanks for supporting the Writing Center!