



FAMU Writing Resource Center

Phone: 599-8391/Email: wrc@famuedu

Request for In-class Workshop

Requests should be made at least **two weeks** prior to tentative workshop date. Once the workshop is approved, we will contact you with your confirmation. (Please fill out a separate workshop request form for each workshop.) *Special Note: In order to comply with SACS and Title III standards and maintain an environment that is conducive to learning, the instructor must be present during the workshop.*

Date of Request:		Course:	
Contact Name:		WEC Certified?	
Phone:		Email:	
Classroom (Bldg/Rm):		Number of Students:	
Name of Workshop: (Please circle one.)			
<input type="checkbox"/> WRC Orientation Session (20 min.)		<input type="checkbox"/> Grammar Basics (Please specify 1-2 areas)	
<input type="checkbox"/> Essay Structure		<input type="checkbox"/> Peer Review	
<input type="checkbox"/> Plagiarism & MLA/APA/Chicago (and other styles)		<input type="checkbox"/> The Writing Process	
<input type="checkbox"/> Thesis Statement Development		Other: _____	
Workshop Expectations: (a brief description of your workshop needs)			
Tentative Workshop Dates & Times: (Note: Workshops must take place on campus during WRC hours of operation and will be based on staff availability.)		Choice 1:	
		Choice 2:	
		Choice 3:	
Return this form to 124 Tucker Hall.			

The FAMU Writing Resource Center is a Title III Activity.