

Writing and Learning Commons (WaLC) Workshop Request Form for Student Groups

Scan the completed request form and email it to reich@email.wcu.edu, or drop off a copy in the WaLC: 30 Hunter Library.

Primary Contact Person's Name _____
(first) (last)

Primary Contact's Phone No. _____ **Email** _____@catamount.wcu.edu

Student Organization Name _____

Primary Contact Person's Agreement: As the primary contact person for this workshop request, it is your responsibility to:

- Attend the workshop presentation.
- Ensure that your group members (i.e. the workshop participants)
 - bring writing utensils with them to the workshop,
 - arrive on time for the workshop, and
 - show respect to the facilitators for the duration of the workshop.
- Introduce the Workshop Facilitators and request that your group members turn off their cell phones for the duration of the presentation.
- Maintain communication with the WaLC and with your group members regarding the location, date, and time of your workshop.

If you agree to fulfill these responsibilities, please sign and date this form in the space below. Failure to uphold these responsibilities may prohibit your group's eligibility for future presentations by the WaLC and could result in disciplinary action.

Signature of Primary Contact **Date**

Faculty/Staff Advisor or Residential Director: _____
(first) (last)

Faculty/Staff Advisor's or Residential Director's Email Address: _____

Faculty/Staff Advisor's or Residential Director's Phone Number: _____

Number of Students Participating in Workshop (Note: The WaLC requires a minimum of 5 and a maximum of 40 participants per workshop) _____

Preferred Workshop Location (Note: Locations must be equipped with writing surfaces (e.g. desks or tables) for all participants, a chalk or whiteboard, and a computer/projector setup. If your organization does not have an appropriate workshop space, the WaLC will reserve a location for you.) _____

(form continued on next page)

Preferred Workshop Dates/Times (Note: Please allow two weeks between the date you submit your request and your preferred workshop date. Workshops must be scheduled between the hours of 9:00 am and 9:00 pm. Each workshop lasts approximately 50 minutes):

Preferred Date (first choice): _____ Start Time _____

Preferred Date (second choice): _____ Start Time _____

Please select one of the following workshop topics:

_____ Getting to the Sweet Things: Time Management for College Students

_____ Learning to Learn: Diverse Strategies for Absorbing and Understanding Information

_____ Listening for the Write Stuff: Tips for Effective Listening and Note-Taking

_____ You Snooze, You Lose! Staying Focused Through Your Reading Assignments

_____ Don't Get TESTY! Improve Your Test Preparation and Test Taking Strategies

_____ Walk the WaLC: Using Campus Resources to Maximize Your Success

_____ Top 10 Grammar Mistakes in College Papers

_____ Raising Your Game: Rules for Writing in College

Please include any additional information you would like the workshop presenter(s) to know about your group or their needs: