



Faculty Writing Center Presentation Request Form

We invite faculty to schedule presentations in the classroom or bring students to the Writing Center (Room 111, Davis Memorial Library) to:

- Introduce Students to Our Services*
- Support Your Semester's Writing Assignments
- Encourage Your Students to Become Better Writers

To request a presentation, email writingcenter@methodist.edu or call extension 7264.

You'll also need to send or email us this completed Presentation Request Form.

Ideally, requests for presentations should be made prior to the first day of classes.

That said, if your request comes later in the semester, we will try to accommodate you. Presentations are on a first-come, first-served basis. Because of student demand for Writing Center services, we ask that you submit your presentation request form **at least 2 weeks prior** to the presentation.

The WC staff will contact you with questions regarding content of the presentation and may request to work with you to develop presentation material. Please keep in mind that we may not be able to honor your presentation request if you don't submit your request form, your presentation expectations are unclear, or we have scheduling conflicts.

***NOTE: As part of FYS, all freshman students receive introductions to the Writing Center. Faculty requesting Writing Center introductions are encouraged to schedule sessions within the first few weeks of class.**

OPEN: Monday through Thursday 9:00 a.m. to 9:00 p.m.
Friday 9:00 a.m. to 5:00 p.m. / Sunday 5:00 p.m. to 9:00 p.m.
(No appointments available during staff meetings: Mondays 3-4 p.m.)

FACULTY WELCOME TO ATTEND OUR OPEN STAFF MEETINGS MONDAYS 3-4 P.M.



Faculty Writing Center Presentation Request Form

Please complete and email to writingcenter@methodist.edu
at least **2 WEEKS** prior to your requested presentation.

The Writing Center staff will contact you regarding the content of the presentation and may request to work with you to develop presentation material.

REQUEST a class introduction or a Writing Center presentation:

Instructor's Name: _____ Course Title _____

Phone # and Email: _____

Classroom # and Building: _____

1. () I would like to **bring my class to the Writing Center** on _____
(day), _____ (month), from _____ (time). No. of students _____

2. () I would like a writing consultant to **visit my classroom** on _____ (day),
_____ (month), from _____ (time). No. of students _____

3. The presentation should last: () 30 minutes or less; **OR** () 30 minutes to 45 minutes.

4. I () will/() will not be present for the presentation. I () will/() will not be present on
campus on the day of the presentation.

5. Provide a **detailed description** of what you would like students to get from the presentation
(here or on a separate attached sheet). Please include **course objectives, course material, and
lessons** coinciding with the presentation, and **specific material** you'd like us to discuss.

(We will contact you to confirm and discuss your request.)

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