**The Writing Center**: Services Offered

Beyond our traditional, more conventional tutoring sessions, the Writing Center offers the following:

* 30-minute workshops focused specifically on the requirements of a certain assignment, or type of assignment, such as a major research paper or lab reports.
* 40-minute presentations describing the Writing Center’s services as well as expectations and standards in college writing. Often utilized by FYE instructors.
* 30-minute presentations about specific topics such as:
	+ Integrating and/or citing sources (in APA, MLA, Chicago, ASA, or any other citation method!)
	+ Introductions & conclusions
	+ Paragraph development
	+ Utilizing revision strategies
	+ Another, customized topic
* 10-minute tours of the Writing Center that both describe the Writing Center’s services and provide potential clients a more interactive experience within the new Writing Center space. Often utilized by College Writing instructors, though this service is available to any instructor in any discipline who would like their students to have a more hands-on introduction to the Writing Center.
* 10-minute in-class presentations describing the Writing Center’s services. Often utilized by College Writing instructors, though this service is available to any instructor in any discipline who would like their students to know more about the Writing Center and how we can help.
* In addition to the above, the Writing Center will be introducing a variety of new services for clients in the upcoming semester, such as group project tutoring, open workshops (on citation, formatting, and other topics), discipline-specific tutoring (such as on writing in biology, writing in sociology, writing in history, etc.), and programming specifically developed for finals week assignments.

**Please fill out the form on the reverse side of this sheet to request any of the above services.**

**The Writing Center**: Service Request Form

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates & times you would like to schedule workshops, tours, presentations, etc.:

 (please list two options)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please select any of the following services offered by the Writing Center:

☐ 30-minute topic-specific presentation

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ 40-minute “Standards and Expectations of College Writing” presentation

☐ 30-minute assignment-specific workshop (please attach assignment sheet)

☐ 10-minute tour of the Writing Center (Library 114)

☐ 10-minute Writing Center services presentation

☐ I do not need a presentation, tour, or workshop, but I would like copies of the Writing Center pamphlet and *The Writing Center Review* to distribute to my students.

☐ *I would like to be included in updates about special Writing Center services throughout the semester (such as open workshops, online tutoring options, discipline-specific workshops, and group project tutoring) throughout the semester.*

**When completed, please return this form to Jay Sloan’s mailbox or the Writing Center. You will receive conformation from either Dr. Sloan or a tutor. Thank you for supporting the Writing Center!**