REQUEST FOR WORKSHOPS

Instructor name: ________________________  Extension: ________  Mail Code: ________

Class: ____________ Section: _____________  Email: __________________

Room number: ____________  # of Students in class: ______________

Indicate workshop(s) requested with a check mark, and specify your preferred date and time:

☐ Navigating the KCC Jobs Board  Date & Time: __________________
☐ Resume-athon  Date & Time: __________________
☐ How To Ace The Interview  Date & Time: __________________
☐ How To Land A Job  Date & Time: __________________
☐ Major Confusion  Date & Time: __________________
☐ Internship 101: Landing an Internship  Date & Time: __________________
☐ Social Media Etiquette  Date & Time: __________________
☐ Networking  Date & Time: __________________
☐ Etiquette in the Workplace  Date & Time: __________________
☐ Career Planning in a Tough Economy  Date & Time: __________________
☐ Transfer-Out  Date & Time: __________________

Please indicate how you heard about this service:
- o Interoffice mail
- o Email
- o Career Development Center Website
- o Department Chairperson
- o Career Counselor
- o Other (Please specify): ______________________

Please indicate if you have a SMART Board in your classroom:
- o Yes
- o No

All workshop requests must be submitted at least 2 weeks in advance of the date you wish to hold the workshop. If requesting the Navigating the Jobs Board workshop, please allow extra time for the reservation of a computer lab. A maximum of 4 workshops are allowed per class and professors are expected to be present on the day of the workshop. Thank you!

Please return to: Marisa Joseph - “CP”.
Phone: x6780. Fax: x5366. Email: marisa.joseph@kbcc.cuny.edu