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:
- Interoffice mail
- Email
- Career Development Center Website
- Department Chairperson
- Career Counselor
- Other (Please specify):_____

Please indicate if you have a SMART Board in your classroom:
- Yes
- 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***