

# Career/DCC Workshop Request Form



## Career/DCC Workshop Topics

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| <ul style="list-style-type: none"> <li>❖ CEC Services (15-20 min.)</li> <li>❖ Keys to Success in College &amp; Careers</li> <li>❖ Choosing a College Major &amp; Career</li> <li>❖ Personality Counts (Self-Assessment)</li> <li>❖ Health Careers</li> <li>❖ Test Drive Your Career</li> </ul> | <ul style="list-style-type: none"> <li>❖ Dynamic Resumes</li> <li>❖ Networking</li> <li>❖ Professional Associations</li> <li>❖ Win the Interview</li> <li>❖ Keeping Your Dream Job</li> </ul> |
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## Career/DCC Workshop Information

- ❖ Only 2 Career/Don't Cancel Class Workshop requests are scheduled per week...first come, first serve. We recommend at least a 2 week notice, if possible.
- ❖ All of our workshops are designed to last 45-50 minutes with the exception of the "CEC Services" workshop. We will try to accommodate your needs as much as possible, but we typically will not be able to extend beyond the 50 minute time period.
- ❖ If you are requesting a "Don't Cancel Class" workshop (i.e. you will not be present for the workshop) a copy of your confirmation will also be sent to the V.P. of Instruction's office. This confirmation email does not take the place of letting your respective supervisor know you will be gone. You must still submit an absence slip to your Dean, when appropriate.

Name of Class/Group:	
Faculty/Contact Person:	
Phone Number/Extension:	
Email:	
Target Audience:	
Choice of Workshop (See above topics):	
Preferred Date:	
Preferred Time:	
Alternative Date:	
Alternative Time:	
Preferred Location (CEC or Room Location):	
Approximate Number of Guests/Students:	
Will a Media Station be Available (Computer/Projector/Screen)?	
Will the room be unlocked/open?	
Comments/Special Instructions:	

### OFFICE USE ONLY:

Received Date:

Scheduled Date:

Scheduled Time:

Date Confirmed:

Notes: