

# TLC Workshop Request Form

*To schedule a TLC workshop, please fill out the information below.*

## Contact Information

First name

Last name

Phone number

Email address

Best method for contacting you?

Best time of day to reach you?

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## Workshop Details

Course and Section Number (e.g. ENGL 1B.04)

Where would you like the workshop?

In your classroom

In the TLC

Preferred date

Alternate date

Preferred start time

How long would you like the workshop to be?

If you prefer the workshop in your classroom, what is the room number?

How many students are expected to attend the workshop?

What is the topic of the workshop you are requesting?

Please describe the workshop you are requesting. Be sure to include any special considerations, so the TLC can tailor the workshop to the needs of your students.