

***Instructions:***

***Please complete one form for each class session. We ask that requests be submitted one month in advance of the proposed workshop. We can provide one workshop per class section.***

*Email the completed form to Lindsay Laguna, Assistant Director, Career Education Services at [Lindsay.Laguna@simmons.edu](mailto:Lindsay.Laguna@simmons.edu).*

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**Today's date:**

**Name:**

**Phone:**

**Email:**

**Course/ Section:**

**Number of Students:**

**Class meets:**

**Day**

**Time:**

**Location:**

**Workshop requested:**

**Preferred dates of workshop:**

**1<sup>st</sup> choice:**

**2<sup>nd</sup> choice:**

**3<sup>rd</sup> choice:**

**Customize workshop (particular focus, goals) – Explain:**