Instructor Request Form
Online Writing Center (OWC) Orientation

The OWC is open 24/7 to help students with writing assignments for all college subjects. Students can get free help with grammar, idea development, and organization, as well as with research and essays. There are self-help materials and Instructional Specialists (tutors) to assist you. The OWC also assists students with transfer, scholarship, and job applications, including resumes and cover letters. In order to best support students with their writing needs, we need your help getting the word out.

Please fill out a request below if you would like an Instructional Specialist to visit your class and give an orientation for your students, so they can find out about the OWC and how to access it. Orientations can range from 10-20 minutes, depending on your class schedule and your students' needs. Schedule permitting, an OWC instructional Specialist can come to your class, or you can bring your class to an orientation in a smart classroom.

Once Beth Sheofsky receives your request, she will be in touch with you to schedule an orientation. You may also send Beth your writing assignments to upload to the OWC so that students and Instructional Specialists can have access to them online.

If you have any questions or comments, please feel free to contact the Fall 2017 OWC Coordinator, Beth Sheofsky, at **esheofsky@marin.edu**. Please return your completed form electronically to Beth.

Instructor's Name:_____

Email:_____

Phone:_____

Course Name & Number:_____

Number of Students: _____

Date & Time of Requested Training:

_____1st choice

_____2nd choice

_____3rd choice

This orientation requires access to the Internet. Please mark the appropriate boxes below:

_____Please schedule the orientation in my smart classroom (which includes a computer and projector with Internet access). **Room/Building #** _____

_____Please schedule the orientation in a smart classroom.

_____Yes, I would like to place my assignment materials in the OWC for students and tutors to access in a discussion forum assigned to my class. I have attached the assignment(s).