



www.ccri.edu/writingcenter
Knight Campus, Warwick, Room 6532: 401-825-2279
Flanagan Campus, Lincoln, Room 3710: 401-333-7276
Liston Campus, Providence, Room 1198: 401-455-6008

Classroom Visit Request Form

Please send a staff member from one of the CCRI Writing Centers to visit my classroom.

(Mondays through Fridays, 8 a.m. – 4 p.m.)

Course: _____ Section #: _____ Campus: _____

Preferred Date: _____ Time: _____ Room: _____

In case of scheduling conflicts at the Writing Center, please write in other dates and times:

Second Date: _____ Time: _____ Room: _____

Third Date: _____ Time: _____ Room: _____

Professor's Name: _____ Today's Date: _____

E-mail: _____ Phone: _____

A staff member will contact you to confirm the date and time of the classroom visit.

Please check off the activities that you would like a Writing Center staff member to accomplish during a five to fifteen minute classroom visit:

- Say "hi," distribute handouts about the Writing Center, and answer questions.
- Show my students how to find the Writing Center's web pages. (This activity only can be accomplished if the classroom has a computer and a projector.)
- Another activity (Please describe the activity here): _____

For each class, a separate copy of this form should be sent through e-mail or interoffice mail to one of the CCRI Writing Centers:

Dr. Karen Petit, kmpetit@ccri.edu, Knight Campus, Warwick, Room 6532, 401-825-2279

Kristen Garvey, kgarvey@ccri.edu, Flanagan Campus, Lincoln, Room 3710, 401-333-7276

Sr. Mary Crepeau, mcrepeau@ccri.edu, Liston Campus, Providence, Room 1198, 401-455-6008

