Faculty
Workshop Request Form

DON'T CANCEL THAT CLASS!

The UCI Career Center staff is available to assist you when you are unable to lecture. Here are a few of the benefits:

- **You can submit a request for the Career Center to substitute in your absence (2 weeks advance notice)**
- **You can coordinate with Career Center staff to provide a student assignment**
- **You can choose a career or graduate school planning topic**
- **You can make a request for an employer to speak on a class related topic**

RETURN the completed form to the Career Center Resource Desk, fax 4-2294 or Zot mail 2075

Today's date_____

_____
Department Class Title

_____
Contact name Phone E-Mail

_____
Class Date Class time(s)

_____
Location Anticipated attendance

- ☐ I would like a Career Center representative to conduct a workshop
- ☐ I would like to arrange a student assignment
- ☐ I would like an employer to speak on a topic related to the class (a Career Center representative will contact you for details)

Please check the workshop being requested*

☐ Resume Writing	☐ Pre - Law Planning
☐ Interview Techniques	☐ Graduate/Professional School Planning
☐ Job Search Strategies	☐ Career Center Orientation
☐ Technical Resume Writing	☐ Tools to Get an Internship
☐ Technical Interview Techniques	

*For a description of each workshop please visit http://www.career.uci.edu/Students/students_workshops.aspx
Contact Linda Drake at lrdrake@uci.edu or 824-4016 with questions.

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Requester_____ Date_____
sign print

Professor _____Date_____
sign print

Thank you for considering utilizing the UCI Career Center. We will do our best to accommodate your request. You will have a response within 2 business days.