



[www.ccri.edu/writingcenter](http://www.ccri.edu/writingcenter)

Knight Campus, Warwick, Room 3540: 401-825-2279  
Flanagan Campus, Lincoln, Room 2427: 401-333-7276  
Liston Campus, Providence, Room 1164A: 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 CCRI Writing Center staff member to accomplish during a five to fifteen-minute classroom visit:

- Say "hi," distribute handouts about the writing centers, and answer questions.
- Show my students how to find the writing center's webpages. (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:

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