

CTAS Writing Center

Room L-113

Queensborough Community College / CUNY

(718-631-6663)

Faculty Request for an In-Center Class Visit

QCC Instructors are invited to bring their entire class to the Campus Writing Center, for about an hour, to work with our tutors in small groups (usually 3-4 students) on:

- Understanding their writing / reading assignment
- Brainstorming ideas for a topic or thesis
- Outlining and organizing ideas
- Researching the web for secondary sources
- Composing or revising papers
- Learning how to proofread

If you would like to bring your class to the Campus Writing Center, please fill out the information below, **save this form to your hard drive, and e-mail it as an attachment to:**

cwc@qcc.cuny.edu.

You can also drop it off at the Campus Writing Center. We're located in the Library, First Floor, Room L-113.

Instructor's name: Course: Section:

Email Phone:

Date you would like to bring your class: First Choice Second Choice

Time you would like to bring your class: Start Time: End Time:

(The last hour of class usually works well!)

If possible, also attach a Microsoft Word copy of the writing assignment your students will be working on. That way, our tutors will be familiar with the assignment before your students arrive.

CAMPUS WRITING CENTER HOURS OF OPERATION

Monday–Thursday	9am–7pm
Friday	9am–4pm
Saturday	10am–3pm

Appointments for class visits are made on a first come/first served basis.
For further information, please call Jennifer Negovetti at 718-631-6663