

Retention/Student Success Services Instructor Request for Classroom Presentation or Workshop

Instructor		Department	
Phone		Sort Code	
Course		Email	
Meeting Days		Campus & Room	
Presentation		Meeting Time	

Presentation Topic Requests

- Introductory or Mid-semester Presentation:** Between 3 to 5 minutes and includes a very brief overview of the resources and services available at CSN to help students successfully complete their coursework.
- Extended Classroom Presentation:** A Retention Specialist can visit your classroom for about ½ hour to give more extensive information about CSN’s services as well as give quick tips for different study techniques that can assist them in successfully completing their coursework.
- Substitute Workshop for Instructor Absence:** When instructors have a **planned absence**, faculty can contact the Retention Office to request a Retention Specialist to cover their class. Depending on staff availability, the Retention Specialist can provide a success skills workshop that targets the needs of the class as determined by the instructor. The workshops can be designed to take all or a portion of the scheduled class time. The following workshops are available:
 - Test Taking Strategies/Test Anxiety
 - Science Study Skills
 - Math Study Skills
 - Learning Styles
 - Time Management
 - Note Taking Strategies
 - Study Strategies for Science
 - College Success Factors
 - Other _____

Requested length of presentation _____

Number of students in class _____

Will instructor be present for class presentation? Yes No
 If not, should the presenters take attendance? Yes No

Return completed forms to Retention/Student Success Services:
 Charleston Campus – Sharon Allen (sharon.allen@csn.edu) W1B or fax to (702) 651-7418
 Cheyenne Campus – Vicky Rocha (vicky.rocha@csn.edu) C1T or fax to (702) 651-4612
 Henderson Campus – Angel Clemens (angel.clemens@csn.edu) H10B or fax to (702) 651-3124