**Marshall University Writing Center**

**“Tutor Talk” Request**

Anna Rollins, Instructor of English and Interim Director of the Writing Center

Phone: 696-3786 Email: writing@marshall.edu Office: Corbly Hall 340

Writing Center Web Site: <http://www.marshall.edu/english/writingcenter/>

If you would like a Writing Center tutor to visit your class to talk with your students about our Writing Center Services, please fill out the following information and return this form to [writing@marshall.edu](mailto:writing@marshall.edu) or via interoffice mail to Anna Rollins, Department of English, Corbly Hall 340.

*Requests should be made at least 2 weeks in advance to allow for preparation.*

INSTRUCTOR:

EMAIL ADDRESS:

PHONE NUMBER:

COURSE NAME AND NUMBER:

NUMBER OF STUDENTS:

COURSE SYLLABUS: Please attach

DATE, TIME, AND LOCATION:

ADDITIONAL INFORMATION: