



Presentation Request Form

Please return your completed request to Career and Transfer Services. Requests will be acknowledged within one week of the request. All presentations are 30 minutes in length.

Two weeks' advanced notice is recommended.

Instructor's Name: _____

Email: _____ **Phone:** _____

Campus: _____ **Course Name/Organization:** _____

Approximate Number of Students: _____

PRESENTATION LOCATION: Please select the location for this presentation.

Career and Transfer Services Center, Lafayette Campus, Ardoin Building, Room 404

Building Name _____ Room Number _____

Is The Location Technology-Equipped? YES NO

PRESENTATION DATE:

DATE	TIME

TOPIC REQUESTED: Please select one topic.

<input type="checkbox"/> Career and Transfer Services Overview	<input type="checkbox"/> Maximizing your Job Search
<input type="checkbox"/> Ethics in the Workplace	<input type="checkbox"/> The College Transfer Process
<input type="checkbox"/> Successful Interview-Tips & Strategies	<input type="checkbox"/> College to Career: Mapping A Path to Success
<input type="checkbox"/> Dress for Success	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Writing a Winning Resume and Cover Letter	

Please submit form to:
CAREER AND TRANSFER SERVICES
Lafayette Campus
Ardoin Building Room 404
337-521-6984
careertransfer@solacc.edu