

Workshop Request Policy

The ECRC receives many requests for workshops throughout the year. While we wish we could accommodate every workshop request, the finite resources of the ECRC make it so that we cannot.

When deciding whether we can accommodate a workshop request, we consider the following:

1. Does the workshop topic correspond to the ECRC's mission?

The ECRC's mission is to offer innovative career services and resources to College of Engineering and LSA computer science students and alumni, preparing them for a successful career transition. Therefore, the topic of the requested presentation must be career-related.

2. How many students will attend the workshop?

We require at least 25 students to be in attendance at the workshop.

3. Are similar workshops already being offered by the ECRC near the date of the requested workshop?

In an effort to avoid redundancy, if a similar workshop is scheduled within a week of the date of the requested workshop, we will encourage students to attend the already-scheduled workshop instead of creating a new one.

4. Have we been given enough notice to create the workshop and modify our calendars?

We require at least three weeks' notice to consider a workshop request.

5. Have we recently assisted the group requesting the workshop with another event?

To accommodate as many groups as possible, we limit groups to one ECRC event per semester.

We offer many workshops throughout the year to all engineering and computer science students. Please note that September, October, January, and February are peak recruiting seasons, and so it is very difficult to accommodate extra workshops during these months. If we are not able to fulfill your group's workshop request, please encourage your members to attend one of our other workshops.

Thank you for your understanding.