FACULTY SUCCESS

EVENT PLANNING WORKSHEET

**Program/Event Title:** Incorporating Writing into Your Curriculum

**Alignment with FS mission/Registration script:**

* Looking for tips and tricks on incorporating writing into your curriculum?
* Interested in learning how to write effective prompts that support increased student writing success?
* Want to assign a paper, but not sure how to design a rubric or provide feedback?

This workshop is for you!

College/academic writing teaches critical thinking and writing skills useful both in class and in other areas of life. 73.4 percent of employers report that they want to hire candidates with strong written communication skills. Employers recognize that writing skills are tied to other important employee attributes (National Association of Colleges and Employers).

In this workshop, Kimberly Moreland, Director, UNT Writing Center, will provide guidance on how the Writing Center can support the incorporation of writing into the course curriculum for faculty.

The panel is directly tied to the Faculty Success mission of teaching effectiveness and supports the ‘capability’ of our faculty (3C’s) through the offering of—and ability to apply— resources on teaching in the classroom.

**Event Date:** February 28, 2024 **Event Time:** 1:30 -3 p.m.

**Event Description (Workshop, Meeting, large event):** Workshop

**Host (who is hosting event):** Yolanda Mitchell—Faculty Director; Kimberly Moreland—Director, UNT Writing Center

**Event Planner Assigned:** Lisa Pule

**Preferred Location:** Sage 342

**Participants (please provide guest list):**

*Workshop Leader: Kimberly Moreland*

*Registrants:* All UNT teaching faculty

**Registration needed (calendar invite or Online registration):**

* Online registration for guests; reminder email 1 week before
* Calendar invite for Kim

**Advertising/Communication of the event to participants:**

* Faculty Email
* FS Newsletter
* Flier with info and workshop description

**Estimated Budget:** Unknown

**Handouts & SWAG:**

* ~~Copies~~
* ~~Folders~~
* Pens & notepad
* SWAG – SWAG for presenters (mug/notebook/pen/Avesta pass)

**Parking Arrangements:** None

**AV & Materials:**

**Food:** Light Refreshments

* ~~Breakfast (Pastry, full breakfast):~~
* ~~Lunch (heavy, light, boxed):~~
* Snack: popcorn, nuts, pretzels, cookies, drink, water

~~Menu Special Requests:~~