



# Office of Experiential Learning

## Presentation Request Form

1. To request a presentation for your class, student organization or other event, please fill out the form below.
2. Please allow two (2) weeks advance notice for speaker requests when possible.
3. A representative from Experiential Learning will contact you within three (3) business days of receiving this request.
4. **ATTENTION! If you need confirmation before three (3) business days, please complete this form AND call Office of Experiential Learning at 575-646-1631.**

Requester Name:

Requester Title:

Academic Department/Student Organization:

Best Contact Phone #:

Best Contact E-mail (include full e-mail address):

### Presentation Topics

A list of specific OEL units can be found below. *\*Note: Corporate Relations/Career Events focuses on Fall/Spring Career Fairs, Corporate Partners with NMSU, Employer Workshop offerings, and Employer Class Presentations, Handshake Job Postings.\**

- Overview of Services - Cooperative Education and Internships
- Overview of Services - Corporate Relations/Career Events
- Overview of Services - Education Abroad and National Student Exchange
- Overview of Services – Passport Acceptance Facility
- Overview of Services – All the above



# Office of Experiential Learning

Requested Date:

Requested Time:

Is class in person or online:

Total number of attendees:

Location (Building and Room #):

Student Classification:

- Freshman
- Sophomore
- Junior
- Senior
- Graduate

Additional Comments:

Forms may be emailed to [pleyba@nmsu.edu](mailto:pleyba@nmsu.edu). If you have any questions, please call 646-1631.