

# Request to Recognize Workshop on the CCR

<b>Today's Date</b>	
<b>Workshop Title</b>	
<b>Coordinating Unit</b>	
<b>Contact Name and Email</b>	
<b>Other Units Involved</b>	
<b>Description of Workshop</b>	
<b>Learning Outcomes</b> Minimum: 1 Maximum: 5  To learn more about writing learning outcomes, visit the <a href="#">Student Services Assessment Resources website</a>	1.
	2.
	3.
	4.
	5.
<b>Single Session vs. Workshop Series</b>	Single session Series with _____ sessions
<b>If Series: How many sessions must participants attend to receive CCR recognition?</b>	
<b>Length of each session</b>	
<b>Who facilitates this workshop and what are their qualifications?</b>	
<b>Who can register for this workshop?</b>	
<b>How do participants register?</b>	myInvolvement (Yes/No RSVP or Form) Outside Platform No registration required
<b>How is attendance taken?</b>	
<b>When will this workshop be offered?</b>	

# Request to Recognize Workshop on the CCR

All entries on students' CCRs include a brief description of the opportunity. These may be different from the descriptions on your promotional materials; CCR descriptions are meant to explain your opportunity to an outside audience, such as an employer or admissions councillor. They also provide students with language they can use for their CV, cover letter, or interview.

CCR descriptions for workshops are usually 1 to 3 sentences and include:

- learning outcomes
- the workshop length
- facilitation style (lecture, role-play exercises, experiential pieces, etc.)

We are available to help you craft and edit descriptions so that they are consistent with other opportunities that appear on the CCR. Here is an example to get you started:

**Promotional Description: "Know Your Rights: What to Consider Before You Submit to a Journal and Sign a Copyright Transfer Agreement" (McGill Library)**

This workshop will go over some of the main points to consider when submitting to a journal with regards to author rights. For example, what rights do you maintain? What can you do with your article once it's published? Are you permitted to post it online? Can you share it via social media sites? Etc. This workshop will engage in practical, hands-on exercises to review the author agreements of major journal publishers.

At the end of this session participants will be able to:

- Identify and compare copyright transfer agreements between journal publishers
- Evaluate journals based on their author rights agreements
- Describe which author rights are retained/transferred in these agreements

During the session we will look at actual copyright transfer agreements and publisher policies. If you've published (or are planning to publish soon), please bring along any relevant examples from your own experience. Everyone is welcome to attend – no need to have published previously!

**CCR Description:**

In this 75-minute session, participants learn about authors' rights when submitting for publication in academic journals, including how to identify and compare copyright transfer agreements between journal publishers, evaluate journals based on their author rights agreements, and describe which author rights are retained/transferred in these agreements. Participants review and discuss actual copyright-transfer agreements and publisher policies.

**Please write a CCR description for your workshop (1-5 sentences as needed)**