**Centers Reports (Fourth Week)**

**Main Achievements:**

**Organizing and coordinating the schedules of the members of the centers:** The centers submitted their final schedules for the advisory councils. In making the schedules, the appropriate times of the members of the Council, morning and evening shift hours of the members and their free time were taken into consideration to suit the times of college students. In addition, all the centers organized the schedules to be two hours a week and only one hour a day to achieve the most benefit and to be able to provide the necessary consultation at all times.  
  
**Holding a meeting:** The Translation Center and the Literature Center requested an urgent meeting, so that their coordinators can prepare the necessary and required forms to inform students with these centers, introduce them to the services provided by the centers and to facilitate specifying their needs and problems (e.g. a help request form for technical translation, or a help request form for critical essay writing).  
  
**Workshops:**   
 The centers coordinated with the advisory councils to organize lectures, workshops and seminars for students. The coordinator, Mr. Ahmed Al-Drees, specified the beginning of conducting workshops to be the sixth week of the first semester of the academic year (1441-1442H).   
Dr. Ahmed Al-Tahini will start taking the lead by conducting a workshop on   
"The Golden Rules in Translation."  
  
**Action plan for next week:**

* Preparing seminars and workshops on literature.
* Specifying a suitable room for seminars and workshops, and informing students with its number and location.
* Providing pencils and papers for workshops.
* Providing a projector.
* Providing a display screen (at the request of doctors).