

# WEST CONTRA COSTA ADULT EDUCATION

6028 Ralston Avenue. Richmond, California 94805 510-215-4666 X205. Fax # 215-0430

## SPRING/SUMMER QUARTER 2012 ASSIGNMENT REQUEST

The 2012 SPRING/SUMMER Quarter will start on Monday, April 2, 2012/Monday, June 18, 2012.

Please complete the form below whether or not you plan to teach during the Spring/Summer Session.

Return to Wanda J. Stewart via e-Mail (wjstewart@wccusd.net), Fax (510)215-0463, or drop by to the Alvarado or Serra Office at WCCAЕ immediately. **The Deadline is Tuesday, January 17, 2012.**

Make sure you fill out the information requested, in order for your class and description to be accurate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Request for SPRING/SUMMER 2012 Teaching Assignment

\_\_\_\_\_ I am interested in teaching during the Spring/Summer 2012 session and request the following course(s).

\_\_\_\_\_ I am **not** interested in teaching during the Spring/Summer 2012 session.

**Please be specific on Days, time and write the date you want your class to start on, if no date is given, admin. will be giving the dates.**

Course Title	Day(s) of Week or Sat.	# of Meetings	Minimum # of students	Class Time

---

---

**The Spring Quarter ends on Saturday, June 9, 2012.**  
**The Summer Quarter ends on Saturday, July 21, 2012.**

## FOR NEW COURSE

If you need additional space please attach and number the items that you are adding.

To propose a new course, you must complete the following:

(a) **Course description** for catalog: *If same as previous description please state that.*  
One paragraph that describes what is to be taught.

---

---

---

(b) **A Completed Course outline form** must be submitted to the office before class begins.

**You may obtain a course outline form from the office and complete the following information.**

1. Course Title
2. # of hours, # of meetings
3. Goals
4. Objectives
5. Major units of instruction
6. Performance objectives
7. Instructional methods, procedures, strategies
8. Pre-requisites
9. Evaluation techniques
10. Conditions for course repetition

---

---

**(For Administrators Only)**

**Course title approved:** \_\_\_\_\_

Administrator's Signature

**Course outline approved:** \_\_\_\_\_

Administrator's Signature