

WEST CONTRA COSTA ADULT EDUCATION

5625 Sutter Avenue. Richmond, California 94804 510-559-2660 X212. Fax # 524-2850

FALL QUARTER 2009 ASSIGNMENT REQUEST

The 2009 Fall Quarter will start on Monday, September 14th, 2009. Please complete the form below whether or not you plan to teach during the Fall Session.

Return to Mike Hammerberg via e-Mail, Fax, or drop by to the Main Office at WCCAE immediately.

The Deadline is Monday, May 25th, 2009

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 FALL 2009 Teaching Assignment

_____ I am interested in teaching during the FALL 2009 session and request the following course(s).

_____ I am **not** interested in teaching during the FALL 2009 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

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 Spring 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