

# UML FYWP SCHEDULE REQUEST FORM FOR FALL 2012

PLEASE RETURN YOUR COMPLETED FORM (YOU MAY NOW TYPE DIRECTLY ONTO THIS FORM)

VIA EMAIL TO PAULA\_HAINES@UML.EDU OR IN HARD COPY TO PAULA HAINES'S MAILBOX (ON NORTH OR SOUTH) **BY MARCH 6!**

Name \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Home address if changed \_\_\_\_\_

Please be advised that official communication from the University and the Writing Program will be sent **only to your uml.edu address.**

**PLEASE NOTE A POSSIBLE CHANGE TO THE OVERALL COURSE SCHEDULE:** Due to the space crunch on campus, the Registrar's Office may require departments to schedule more MWF classes and classes on new meeting patterns, including WF and MF classes. **Please note that if you indicate availability on the MW/WF/MF two-day-a-week pattern, you might be assigned classes on MW, WF, or MF.\***

**Preferred teaching times** (Check the class start times that work best for you.)

MWF    8        9        10       11       12       1        2        3        4        5

\*MW/WF/MF    8        9:30    11       12:30    2        3:30    5

TR        8        9:30    11       12:30    2        3:30    5

**All acceptable teaching times** (We'll assume that any hour not checked is a time during which you would not accept classes, **even if it means a reduced assignment or no assignment at all.**)

MWF    8        9        10       11       12       1        2        3        4        5

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TR        8        9:30    11       12:30    2        3:30    5

Have you gone through the UML Online Teaching training course with CSCE?    YES    NO

Please describe any limitations on your teaching or special concerns we should consider.

We'll try to accommodate requests, but please note that class times are limited and that the Registrar requires classes to be spread evenly across the schedule. **Completed forms (hard copy, please!!) go to Paula Haines's mailbox on either North or South. We must receive this form NO LATER THAN MARCH 6,** when we hope to begin assigning classes for Spring Semester. **If we do not get this form back from you by that date, we will assume that you do not wish to teach in Spring 2012.**

Please also note that the schedule posted in ISIS will not reflect accurate assignments for quite some time. **Please do not plan according to ISIS;** we will contact you directly with your tentative Spring 2012 schedule. Teaching assignments, as always, are contingent upon funding and enrollment.

*Thanks for your help!*