

# WEST CONTRA COSTA ADULT EDUCATION

5625 Sutter Avenue Richmond, California 94804 Ph. 510-231-1453 Fax 510-215-0430

## Spring/Summer QUARTER 2017/2018 ASSIGNMENT REQUEST

Please complete the form below if you intend to teach.

Return to Katherine Sanchez via e-Mail ([ksanchez@wccusd.net](mailto:ksanchez@wccusd.net)), or drop it by the Alvarado Adult School Office.

**The Deadline is December 1, 2017**

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

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

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

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

### **Request for Spring/Summer 2018 Teaching Assignment**

\_\_\_\_\_ I am interested in teaching during the Spring 2018.

\_\_\_\_\_ I am interested in teaching during the Summer 2018

**Please be specific on the days, times, and the date you want your class to start. If no information is given, office will assign the days, dates, and times.**

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

Spring Quarter starts: **04/09/2018 and ends on 06/22/2018.**

Summer Quarter starts **06/25/2018 and ends on 07/27/2018.**

**DRUTHERS**  
**Spring/Summer 2017/2018**  
**FOR NEW COURSES**

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:

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(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