MEMORANDUM

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HUMANITIES HALL 322-H
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DEPARTMENT OF SPANISH & PORTUGUESE
http://www.humanities.uci.edu/spanish

DATE : Week 7
TO : All who plan on teaching, or not, during the upcoming quarter
RE : **TEACHING PREFERENCES**

In order to place you in the type of class where your ability and experience will be most **beneficial to you, the Department, and our students**, I would appreciate your help in scheduling the teaching assignments for the **upcoming quarter**. Please complete and return this form to me as soon as convenient, but **no later than Thursday of WEEK 8, by 12:00 pm**. Please, fill-in the **COURSE NUMBER**, **DAY**, and **TIME** of all the **classes you will be taking** during the next Quarter, and which might cause a conflict with your teaching assignment. **Inappropriately completed forms will NOT be considered**. Remember, when requesting your UCI teaching schedule that **your primary responsibility is to UCI, and not to any other form of employment; THEREFORE, do not make any arrangements elsewhere until you know when you are assigned to teach at UCI.** Also, to be considered for teaching as a TA/ASE, you must be enrolled for 12 units (may incl. SPAN 399). **Your duties, and therefore your availability to the Department will commence on the official "Quarter Begins" date.** For classes offered, please check: ***www.humanities.uci.edu/spanish/projected.htm*** [**NOTE:** Filling out this form, does **not**, in and by itself, constitute any **eligibility** for, nor an **invitation** to teach during the upcoming quarter]

1. TEACHING PREFERENCE (SPAN1, SPAN2, SPAN3, SPAN15, SPAN97)**:**

Name: _____ **CELL**-phone: _____

HOME-phone: _____ **E-mail:** _____**@uci.edu** Mailbox: ____

Do you want to TEACH NEXT QUARTER? YES___ NO___ DON'T CARE___
Will you enroll in **SPAN 399** for next quarter? YES___ NO___
Will you be **"ABD"** by/during next quarter? YES___ NO___
Do you intend to enroll in another foreign **language**? YES___ NO___ **WHICH/WHEN?**_____

Teaching preference(s): **Level / Time*** Level / Time*
1st _____ / _____ 2nd _____ / _____

***ABDs are usually assigned the 2:00 and 3:00 time slots, -regardless of preference!**

2. AVAILABILITY: To be seriously considered for a teaching assignment, **at least FOUR (4) WHOLE ROWS will have to be left completely blank** in the table below!

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					

3. COMMENTS (special, **documented** considerations; promises, etc. ?):