**DCE – A Summer 2024 Teaching Availability Form**

TO: [**Enter your name here]**

From: **[Enter your Dean’s name here]**

Subject: **DCE Teaching Availability for Summer 2024**

**Please complete the form below to indicate your availability to teach in the Summer 2024 semester**

| Days(s) of the Week | Times (a.m. and p.m.) |
| --- | --- |
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**Please indicate those course(s) in your work area(s) that you are interested in teaching and would accept**

| Course# | Section | Course Title | ROOM FEATURES REQUIRED(Please see feature code below) | TEACHING MODE- IP, H, AO,SO (Please see teaching mode codes below) |
| --- | --- | --- | --- | --- |
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**Please be specific regarding any special room requests using the Classroom Feature Codes below and write your selection(s) under the "Room Features Required" Column:**

TA - Tabled Room CC- Computer Classroom MS - Math Software VC –Video Conferencing Classroom
 Z – OtherIP – In-Person H- Hybrid(Blended) AO – Asynchronous Online SO – Synchronous Online

Please return this form to me by no later than **January 23, 2024**. If not returned by this date we will assume that you do not wish to teach this semester.

**Work Area(s): [Enter your Work Area here]**

**Name (please print):**

**Telephone #:**

**Signature: Date:**

**Note: This memorandum does not constitute a guarantee or agreement that any particular course or time will be offered or available.**